

**Roger Williams University & Roger Williams University School of Law
Disciplinary Action Memo**

Part A.

EMPLOYEE NAME: _____ DATE: _____

DEPARTMENT: _____ SUPERVISING MANAGER: _____

Part B. Check appropriate box(es)

THIS IS A: ___ Coaching ___ Written Reprimand ___ Suspension for _____ days* ___ Discharge
(From: _____ to _____)

Part C. Check appropriate subject area(s) below

___ Job Performance ___ Attendance ___ Punctuality ___ Improper Uniform
___ Failure to Punch In/Out ___ Insubordination ___ No Call/No Show ___ Begin Work On time
___ Unauthorized Absence From Work Station/Duties ___ Improper Time Card Procedure
___ Other: _____

Part C. Provide an explanation of the incident as applicable (attach additional documentation as necessary)

SUPPORTING DETAILS: _____

Part D. Required Signatures

I acknowledge receipt of this disciplinary action memo and that its contents have been discussed with me. My signature does not indicate that I agree or disagree with this action.

Employee: _____ Date: _____

Manager: _____ Date: _____

THIS INFORMATION IS TO BE DISCUSSED WITH THE EMPLOYEE

- Copy to Employee
- Copy to Personnel File (HR)
- Copy to Supervising Manager