Michigan State University
NOTICE OF NON-ACADEMIC DISCIPLINARY ACTION

Reset Form

Place an X in the appropriate shaded area, i.e., verbal warning, written reprimand, etc. Tab to additional appropriate shaded areas and begin typing.

☐ **Written record of verbal warning** ☐ **Written reprimand** ☐ **Suspension for days** ☐ **Discharge**

Employee _____ Classification _____ MSU employment date _____
Supervisor _____ Title _____ Department _____

I. Disciplinary action is being taken on_____ for the following reasons (include date(s) of infraction):

II. Explanation (include dates and explanation of previous relevant discussions and/or discipline):

III. The following corrective action is expected of the employee:

Future infraction(s) may result in:

TO BE COMPLETED ONLY WHEN AN EMPLOYEE IS SUSPENDED WITHOUT PAY (Check one box)

☐ Disciplinary suspension for _____ day(s) beginning on _____ (date) at _____ (time)

☐ The employee is to return to work on _____ (date) at _____ (time)

☐ Union/Association representative was present. ☐ Employee waived right to have Union/Association representative present.

SIGNATURES

_____
Employee date

(Employee signature indicates receipt of form and does not necessarily indicate concurrence.)

☐ Employee declined to sign

_____
Supervisor date

_____
Employer representative/Title date

A copy of this form will be placed in the employee's official personnel folder.

MSU is an affirmative action, equal opportunity employer.

Distribution of copies:
1 copy to employee
1 copy to department
1 copy to Union/Association
1 copy to Employee Records
1 copy to Employee Relations