



## PBA WRITTEN REPRIMAND

UWF employees should be specifically advised that they are receiving a Written Reprimand and the reasons for such reprimand. Records of written reprimands shall contain only a brief description and the dates of the incident and reprimand, the names of the employee and supervisor, and the disciplinary standards violated. Written reprimands shall not be used for purposes of progressive discipline, if the employee has maintained a discipline-free work record for at least two (2) consecutive years. Such written reprimands shall be marked "invalid for progressive disciplinary purposes due to a two (2) year discipline-free work period at any time after that two (2) year period, upon written request of the employee." However, such written reprimands can be used to show that an employee had knowledge of a concern or had previously been warned about an activity.

Employee \_\_\_\_\_ Supervisor \_\_\_\_\_

Department \_\_\_\_\_

Date of Incident \_\_\_\_\_ Date of Reprimand \_\_\_\_\_

Brief Description of Incident:

Standard(s) Violated (refer to Standards of Conduct):

I understand that future violations may result in further disciplinary actions up to and including dismissal.  
(Note: Employee signature does not imply agreement with reprimand).

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Supervisor