On Departmental Letterhead

Date

TO: Employee ID #

FROM:

RE:

On DATE, I learned of an incident that happened on or around DATE in the XXX between you and another coworker. (Provide dates and facts related to policy violation(s). Incident must have happened within last 15 workdays. Mention date this expectation/behavior was addressed prior to this incident, if applicable.)

University Policies and Procedures PER-5.01 **Staff Disciplinary Policy**, states: *“Disciplinary actions may take the form of (1) a written warning, (2) final written warning or suspension without pay, or (3) reduction in salary, demotion in grade, or termination. The specific action taken will depend on the nature of the offense, the circumstances surrounding the offense, and the employee's previous record. In all instances, both for job performance and personal conduct, the University reserves the right to take such action as it deems appropriate, as determined by the employee’s disciplinary authority.” The aforementioned personal conduct and/or performance, is in violation of the following:*

*IV.F. Hostile, offensive, or intimidating behavior of any kind. Harassment of any kind.*

*IV.L. Personal conduct of any kind that is disruptive to the work environment or which*

*is adverse to the interests of the University.*

On DATE pre-disciplinary conference was held wherein I outlined the reason(s) I recommended a three day unpaid suspension for the aforementioned policy and procedure violations. Based on these facts and outcome of the meeting, this letter serves as notification that you are being suspended without pay for three (3) consecutive days effective DATE to DATE. You will return to work at your regularly scheduled time on Friday, Month Date, Year.

In accordance with PER 5.01, II. C., a final written warning or suspension without pay shall be of no further effect after three years, provided that no additional disciplinary action was issued for the employee for any reason during the three year period.

Future incidents of this nature will result in further disciplinary action, up to and including termination. You have the right to grieve this action in accordance with the provisions of PER 5.03. A grievance or request for re-consideration must be submitted within 15 workdays of the event (or awareness of the event or working condition) which gives rise to the grievance; else, these grievance procedures shall not apply and the employee shall have no other recourse.

The staff Disciplinary Action and Grievance policies may be found in its entirety at: <http://louisville.edu/hr/policies>.

If you have any questions regarding this matter, please do not hesitate to contact me at Phone number.

Cc: Chair

 Donna Ernst

 File

**ACKNOWLEDGEMENT**

The notice of suspension letter was delivered to Employee Name by Supervisor’s Name on Day, Month Date, Year.

I understand that my signature only acknowledges receipt, not my agreement or disagreement.

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Employee Name Date