

Date: _____ GEMS Employee ID #: _____
To: _____ Employee Type: _____
From: _____ Employee Position: _____
Department: _____

Type of Reprimand :

Although not required, supervisors have the option of counseling their employees prior to issuing disciplinary action, depending on the offense. Has this employee been counseled?

Please list dates, if applicable, of previous discipline:

Reason:

Additional Reason:

Additional Reason:

For additional information regarding the reason(s) above, see the **USF Progressive Steps for Disciplinary Action**.

Additional supporting documentation attached?

Additional instances of behavioral infractions may result in more severe discipline, up to and including dismissal.

You have the right to grieve this discipline through the university grievance procedure or, if applicable to your class, to file a grievance through the appropriate collective bargaining agreement grievance procedure, with such grievance to be filed within the time limits expressed in the procedure. Procedures and additional information can be found [here](#).

Signature of Employee Acknowledging Receipt

Date

Signature of Supervisor

Date

Copy/ CC to: