

**UNO Discipline Documentation Form-For Internal Use**

**Employee Information**

Name and Job Title of Employee: \_\_\_\_\_

**Incident Information**

Date/Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witnesses to Incident: \_\_\_\_\_

Was this incident in violation of University policy, department procedure/policy? Yes\_\_\_ No\_\_\_

If yes, specify which policy/procedures and how the incident violated it.

\_\_\_\_\_

\_\_\_\_\_

**Action Proposed**

What action is proposed to address the employee's actions? \_\_\_\_\_

\_\_\_\_\_

Has the impropriety of the employee's actions been explained to the employee? **Yes\_\_ No\_\_**

Did the employee offer any explanation for the conduct? If yes, what was the explanation?

\_\_\_\_\_

\_\_\_\_\_

**Prior Incidents?**

Date of prior incident(s) and summary of incident(s)\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action taken\_\_\_\_\_

Printed name of person preparing report:\_\_\_\_\_

Date\_\_\_\_\_ Signature\_\_\_\_\_