

DISMISSAL FOR JOB PERFORMANCE*

(All disciplinary letters should be presented to Employee Relations for approval before giving this letter to the employee.)

Date

Employee Name

Address

Address

Dear _____:

This letter communicates my decision concerning the recommendation for disciplinary action due to your unsatisfactory job performance.

1. On (date), you were given a Written Warning for job performance because each of your last three bi-weekly fiscal reports had been late and contained numerous errors.
2. On (date), you were given a second Written Warning because you failed to submit a written proposal for the grant fund tracking system in a timely manner.

The specific performance issues giving rise to the recommendation for disciplinary action are:

3. Since the second Written Warning, in which you were informed that further performance problems could lead to your dismissal, you have continued to have additional instances of unsatisfactory performance. These are:
 - (a) Failing to submit the proposal for the grant fund tracking system by the second deadline date, (date), which had to be established when you failed to meet the first deadline;
 - (b) Failing to submit the proposal by the third deadline date, (date), which was set when you missed the second deadline; and
 - (c) Turning in each one of your bi-weekly fiscal reports for the last two months in an untimely manner. The June mid-month report was due on the 14th; you turned it in on the 22nd. The June end of month report was due on the 30th; you turned it in July 6. The July mid-month report was

due on the 16th; you turned it in on the 20th. The July end of month report was due on the 30th; you turned it in August 4th.

A pre-disciplinary conference was conducted on (date). Present at the conference were you, me, and (name) from the Department of Human Resources. During the conference you reviewed the activities you had undertaken to improve your performance, including registering for a correspondence course in record keeping. We discussed your communication problems and your lack of insufficient job knowledge to adequately train the assistants assigned to your unit. We discussed the impact your work problems were having on department operations.

Based on my review of all information available, including prior disciplinary actions, your current unsatisfactory performance, and your comments (or lack of comments) during the pre-disciplinary conference, you are being dismissed from your position effective (date).**

You have the right to appeal this dismissal under the University's Dispute Resolution and Staff Grievance Procedure. A copy of the Procedure is enclosed. If you have questions about your appeal rights, call the Employee Relations Manager at 334-7226.

Sincerely,

(Supervisor's Signature)

c: Dean/Director

Departmental files

Employee Records

Director of Human Resources

*An employee must have at least two active disciplinary actions before he/she can be dismissed for unsatisfactory job performance. No prior discipline is required for dismissal for grossly inefficient job performance or unacceptable personal conduct. If this warning is due to grossly inefficient job performance or unacceptable personal conduct, modify the letter accordingly. Contact the Department of Human Resources (334-7226 or 334-7862) if you need assistance writing a dismissal letter. A draft of the decision letter must be approved by Human Resources prior to presentation to the employee.

**A non-probationary terminated employee may be paid for two weeks in lieu of notice for unsatisfactory job performance. A two-week notice is not required for

an employee terminated for reasons of grossly inefficient job performance or unacceptable personal conduct.