



SUPERVISOR DISCIPLINE CHECKLIST

ITEMS TO BE INCLUDED IN A USPS ORAL OR WRITTEN REPRIMAND

Disclaimer: This is a general checklist for supervisors to utilize when considering appropriate discipline. Please note that it is not all-inclusive. Each case is unique, and all facts must be carefully considered.

1. Before administering an oral or written reprimand to an employee, please work with your local HR Business Center Director/Manager for assistance and guidance.
 - a. Please note that you must secure the approval of your immediate supervisor and/or department head before issuing an oral or written reprimand.
 - b. [University Regulation 3.0191](#) governs USPS discipline for employees with regular status.
 - c. An oral or written reprimand is written documentation of discipline that is issued to an employee. The document will outline the **MISCONDUCT** and violated infraction(s) that took place along with identifying the university regulation or policy that has been violated. It will also outline the **EXPECTATIONS** for future behavior/conduct.
 - d. Please review the template and sample of a USPS Written Reprimand. Please note that the same format would be used for an oral reprimand and clearly identify such throughout the document.
2. Do not issue a separate oral or written reprimand to an employee for each violation he/she committed during a single incident. When an incident of misconduct occurs, cite all violations in one reprimand for such incident. "Piling up" (which means writing separate reprimands for an employee due to his/her multiple violations during a single incident) is not permissible.
3. It is important that you gather all the pertinent details to describe the incident of misconduct. Namely, **WHEN** (time and/or date of the incident), **WHERE** did the incident occur, **WHAT** happened, **WHO** engaged in the incident (including those present during the incident, if applicable). If witnesses were present, obtain witness statements of what they observed including the when/where/what/who. The witness must also date and sign the written statement.
4. Indicate (when applicable) previously documented misconduct (of any infraction) that has been committed by the employee and what past instructions, counseling, oral and written reprimands, etc. you have provided to the employee.
 - a. NOTE: Per UCF Regulation 3.0191, outdated discipline (oral reprimands over one year, or a written reprimand over two years, are not to be counted towards future discipline
5. Indicate the applicable disciplinary levels as listed in the regulation for each infraction. For example, there are four levels regarding **RUDENESS TO STUDENTS, STAFF, OR THE PUBLIC**:
 - a. First occurrence: Oral Reprimand
 - b. Second occurrence: Written Reprimand
 - c. Third occurrence: Suspension
 - d. Fourth occurrence: Discharge
6. State where the reprimand will be filed. Oral reprimands are kept in the departmental file. Written reprimands may be uploaded via Workday to the employee's official personnel file or kept in the departmental file. You can clarify such in the reprimand by stating in the closing "*this written reprimand will be included in your personnel file in Human Resources*" and/or cc: Human Resources Personnel File.
 - a. Written reprimands resulting from an official university investigation must be submitted to the official personnel file housed in Human Resources.



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7. Indicate that any future misconduct on the employee's part will result in appropriate disciplinary action, up to and including discharge.
8. Make sure to copy your immediate supervisor and/or department head and your local HR Business Center Director/Manager of the College/Division Department.

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