

MEMORANDUM

TO: Employee's Name
FROM: Supervisor's Name
DATE: Date memo will be discussed with the employee.
SUBJECT: Written Reprimand

In accordance with [UCF Regulation 3.0124](#), *Discipline and Termination for Cause of Non-Unit Faculty and A&P Staff Members*, this written reprimand is issued to address your misconduct related to an incident which took place during our staff meeting held on [date]. During the meeting, I witnessed the rudeness you displayed towards your fellow team members. As the unit supervisor, I asked the team to brainstorm ideas on how we can collaboratively resolve concerns associated with recent complaints the unit has received from several students. During this discussion, you became visibly upset by raising your voice, speaking over other colleagues, and ultimately leaving the meeting before it ended.

Despite the numerous times in the past when I have coached you regarding your rudeness and lack of professionalism, you failed to demonstrate improvement during this incident. Your behavior that day was unprofessional, discourteous, uncooperative, and had a negative impact on the team and the unit. In alignment with the department's values and the *UCF Employee Code of Conduct*, you are expected to maintain and contribute to a professional work environment. Please note that this type of behavior in the future will not be tolerated. Therefore, the following actions should be taken immediately.

- You are required to complete the online *Employee Code of Conduct Training* by [specify date]. Information about this training is located on the [UCF Compliance and Ethics Office Website](#).
- I expect that you will register for and attend the following training courses offered by UCF Human Resources: Civility at Work (PER230) and Emotional Intelligence (PER205). These must be completed by [specify date].
- You are expected to demonstrate consistent professionalism courtesy, and cooperation as a valuable member of the team.

This written reprimand will be included in your [departmental *or* official] personnel file for future reference, as deemed necessary by the University. Future misconduct on your part may result in further appropriate disciplinary action, up to and including discharge.

[NOTE: A written reprimand arising from an official university investigation **must** be housed in the employee's official personnel file.]

Cc: Department Head
Departmental *or* Official Personnel File

Updated 9/28/23-DA