

Sample A&P Written Reprimand

TO: Employee Name
FROM: Supervisor's Name
DATE: [Date WR will be issued]
SUBJECT: Written Reprimand

In accordance with University Regulation UCF-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 this 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 some 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 conduct 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 University Compliance, Ethics, and Risk Office website (www.compliance.ucf.edu).
- I expect that you will register for and attend the following HR training courses: Civility at Work (PER230) and Emotional Intelligence (PER205). These must be completed by x-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 [define departmental file or personnel file in Human Resources] 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.

cc: Department Head
Personnel File or Departmental File