



## Policy: 6Hx28:3E-08

Authority: 1001.64, F.S.

Law: 1001.64, F.S.

Responsible Party: Vice President, Human Resources and Diversity

Effective Date: 11/18/1992

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### Volume 3E - Human Resources, Standards for Performance and Conduct; Evaluation, Disciplinary Actions; Dispute Resolution Procedures

#### Disciplinary Action

##### Policy Statement:

Disciplinary actions not resulting in immediate suspension or dismissal should be documented when it is feasible to do so, although the effect of a dereliction, infraction, or blameworthy occurrence is not lessened or eliminated for future reference if not documented. If the precipitating event is deemed sufficiently serious, documentation, usually in the form of a memorandum or report to the personnel file, should include all information considered to be of consequence by the administrative, managerial, or supervisory person involved. At a minimum, such documentation should fully describe the occurrence giving rise to disciplinary action, refer to the type of conduct or behavior expected in similar situations in the future, and warn the employee as to the consequences if desired improvement is not achieved or if repetition occurs. This policy does not preclude administrative, managerial, or supervisory personnel from maintaining office logs, notes, diaries, etc., to remind them of matters to be borne in mind or rechecked, etc., in cases where file memoranda are considered inappropriate.

##### Policy History

Adopted 1-19-83; Amended 11-18-92; Formerly 6Hx28:07-30

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**Procedure Effective Date:** 11/18/1992

##### Procedure Statement:

Disciplinary memorandums or writings placed in an employee's personnel file are to be made known to the employee, and are to be made available to the employee involved for examination.

##### Procedure History

Adopted 1-19-83; Formerly 6Hx28:07-30