

**University of Houston-Victoria
Formal Written Reprimand
FORM B**

To: _____

From: _____

Department: _____

Date: _____

Subject: Written Reprimand

A. Summarize the reason for the written reprimand: the policy, procedure or rule that has been violated or the standard to be met.

B. Cite any previous counseling including date(s), number of infractions and dates of occurrences and disciplinary measures, if any.

C. State the problems that have resulted from the failure to perform or meet standards.

D. State the consequence of failure to correct the behavior.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge receipt of this written reprimand but not necessarily agreement with its content. I understand that a copy of this formal reprimand will be placed in my official personnel file and that I have the right to prepare a letter of rebuttal to be attached to the written reprimand. I understand I also have the right to appeal this action as provided for under UHV Policy C-21, Staff Employee Grievances.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Printed Name of Witness _____ Date _____
(if Employee Refuses to Sign Acknowledgement)

Distribution: 1) Original to Human Resources 2) Copy to Employee 3) Copy to Supervisor
