# **Referral to Human Resources for Disciplinary Action Form**

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| **Employee Name:** | **Date:** |
| **Job Title:** | **Supervisor Name:** |
| **Type of Infraction:** (please check all boxes that apply)  Kean University Policy/Procedure Violation  Substandard Performance  Other: | Behavior/Conduct Infraction  Excessive Absenteeism and/or Tardiness |
| Facts of the Incident & Supporting Details \*Include the following information: Date, Time, Location, Persons Involved, Witnesses, and Organizational Impact, if any. Attach all relevant documents (i.e. document showing infraction, applicable policies, etc.). Add additional pages as needed. | |

### Consequently, this memo shall serve as a referral to the Office of Human Resources to investigate for the appropriate disciplinary action.

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| Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature confirms receipt **only**) | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

#### For Human Resources Use Only:

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| Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# **Instructions for the Completion & Submission of Form**

Faculty and staff may be disciplined for reasons including but not limited to policy/procedure violations, inadequate performance, unbecoming conduct, and abuse of leave. In order to record serious infractions and to refer repeat matters to Human Resources for formal intervention, the form should be timely completed and forwarded to Employee Relations for processing. Please note that this form is a *referral for disciplinary action*, and does not in and of itself constitute discipline.

To complete the form, please complete the following steps:

* Populate all required fields
* Provide all relevant facts concerning the incident or infraction. Please ensure only objective information is included, with specific facts that can be verified in subsequent investigation.
* Attach all relevant documentation. This can include materials showing the alleged infraction, the policy/procedure alleged to have been violated, or any other relevant materials to be considered.

Action to take once the form has been completed:

* Meet with the employee to provide a copy of the Referral form.
  + The employee must sign the form to acknowledge receipt. Should the employee refuse to sign, please write “Employee Refused to Sign.”
  + Supervisors should sign as witness and to confirm that the document has been presented to on the employee.
* Once the form has been reviewed and signed, a copy should be scanned and forwarded to Human Resources at [EmpRelations@kean.edu](mailto:EmpRelations@kean.edu).
* Upon receipt, Human Resources will evaluate and take the appropriate next steps.