
PERFORMANCE CORRECTION

Employee Name:

Department: Athletics

Date Presented:

Supervisor: D. Scott Gines

Disciplinary Level

- Verbal Correction**
- Written Warning**
- Investigatory Leave**
- Final Written Warning**
 - Without Decision-Making Leave
 - With Decision-Making Leave
 - With Unpaid Suspension

Subject(s):

- Policy/Procedure Violation
- Performance Transgression
- Behavior/Conduct Infraction

Prior Notifications

<u>Level of Discipline</u>	<u>Date</u>	<u>Subject</u>
Verbal	8/10	Cautionary Statement re: Reprimand and Corrective Order: Reprimand: Failure to submit PO requisitions for signatory approval prior to making purchases
	8/20	
	7/02	
Written		
Final Written		

Incident Description and Supporting Details:

Issue 1: FAILURE TO OBEY A DIRECT ORDER.

Issue 2: FAILURE TO FOLLOW DEPARTMENTAL FINANCIAL POLICIES AND PROCEDURES.. On

NOTE 1:

NOTE 2:

To date, you remain non-compliant concerning athletic policy II A:

Performance Improvement Plan

- 1. Measurable/Tangible Improvement**
- 2. Training or Special Direction to be Provided:**
- 3. Interim Performance Evaluation Necessary?** *Friday 9 November 1:00 p.m. CST*
- 4. In addition, I recognize that you may have certain ideas to improve performance. Therefore, I encourage you to provide you own **Personal Improvement Plan Input and Suggestions:****

(Attach additional sheets if needed)

Outcomes and Consequences

Positive:

Negative:

Scheduled Review Date: Friday 9 November 2001 1:00 p.m. CST

Employee Comments and/or Rebuttal

(Attach additional sheets if needed)

Employee Signature

Employee Acknowledgment

I have received a copy of this notification. It has been discussed with me, and I have been advised to take time to consider it before I sign it. I have freely chosen to agree to it, and I accept the full responsibility for my actions. By signing this, I commit to follow the University's standards of performance and conduct.

Employee's Signature

Date

Supervisor's Signature

Date

Witness (if employee refuses to sign)

Name

Date

Time
