**TEMPLATE TEXT FOR SUPERVISORS—WRITTEN WARNING LETTER or FINAL WRITTEN WARNING LETTER**

**THIS LETTER MUST BE REVIEWED BY HR BUSINESS PARTNER OR EWR BEFORE BEING ISSUED**

This is to inform you of the action being taken relative to your employment at the University of California at Irvine. Specifically, I am issuing this disciplinary warning **(or final disciplinary warning)** to you for **[reason]**. **[Specifically, your behavior was inconsistent with the University of California’s Statement of Ethical Values and Standards of Ethical Conduct-this can be used as a catchall whether or not other policies, procedures, or written work rules have also been violated]**.

**Those Standards are:**

***Fair Dealing: Members of the University community are expected to conduct themselves ethically, honestly and with integrity in all dealings. This means principles of fairness, good faith and respect consistent with laws, regulations and University policies govern our conduct with others both inside and outside the community. Each situation needs to be examined in accordance with the Standards of Ethical Conduct. No unlawful practice or a practice at odds with these standards can be justified on the basis of customary practice, expediency, or achieving a "higher" purpose.***

***Individual Responsibility and Accountability: Members of the University community are expected to exercise responsibility appropriate to their position and delegated authorities. They are responsible to each other, the University and the University's stakeholders both for their actions and their decisions not to act. Each individual is expected to conduct the business of the University in accordance with the Core Values and the Standards of Ethical Conduct, exercising sound judgment and serving the best interests of the institution and the community.***

***Respect for Others: The University is committed to the principle of treating each community member with respect and dignity. The University prohibits discrimination and harassment and provides equal opportunities for all community members and applicants regardless of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran. Further, romantic or sexual relationships between faculty responsible for academic supervision, evaluation or instruction and their students are prohibited.*]**

**If this is a violation of another UC or UCI policy, procedure, a written work rule or an established metric, cite that.**

***If the issue(s) addressed in this letter have been previously raised with the employee verbally*:** On **[date]**, I discussed **[problem behavior/performance]** with you. Since that counseling session, there have been other incidents similar to those that prompted our discussion. **[Detail the specific incident(s) that occurred since the counseling session, including dates of incidents, dates discussed, reasons given for the behavior, etc. Include the negative impact of the issues.]**.

***If the issue(s) addressed in this letter have been previously raised with the employee in writing and, if this is going to be the final written warning they must have been previously addressed unless this is egregious behavior*:** On **[date]**, I discussed **[problem behavior/performance]** with you and issued a counseling memo **(or a written warning)** to you confirming our discussion. Since that counseling session **(memo or written warning)**, there have been other incidents similar to those that prompted my letter. **[Detail the specific incident(s) that occurred since the counseling session, memorandum or written warning, including dates of incidents, dates discussed, reasons given for the behavior, etc. Include the negative impact of the issues]**.

This type of behavior is unacceptable and will not be tolerated. ***Tie together here how the conduct constituted a violation of a policy, procedure, written work rule or established metric.*** It is imperative that you demonstrate immediate and sustained improvement in your conduct **(performance or behavior)**. **[Failure to improve/further misconduct of the same or similar nature]** may lead to more serious disciplinary action, up to and including dismissal from employment with UCI.

**[Describe specific expectations for future behavior]**.

***For non-represented employees only***: If you wish to file a formal complaint regarding this action, you may do so in accordance with PPSM 70-Complaint Resolution.

***For represented employees only:*** If you wish to file a grievance regarding this action, you may do so in accordance with the relevant collective bargaining agreement.

As a UCI employee you have access to support through the Employee Assistance Program (EAP). The EAP offers a safe environment in which you can discuss your concerns confidentially. All services are voluntary, confidential and free of charge. If you are experiencing issues that may be impacting your performance, you are strongly encouraged to contact the EAP at (844) 824-3273.

cc: Supervisor and applicable division/unit manager(s)

EWR

HRBP

Personnel file

Union, if applicable