

Memorandum

UNIVERSITY OF NORTHERN COLORADO



TO:

FROM:

DATE:

RE: Written Corrective Action

Area(s) Needing Improvement:

Why Performance/Behavior is a Problem:

Expected Improvement or Requirements: Date to Improve:

Failure to Comply With Corrective Action:

Failure to comply with this Corrective Action may result in further corrective, possible disciplinary action up to and including termination.

Right to Grieve:

You have the right to attach a written explanation to this memo. Additionally, you have the right to grieve this action. If you wish to grieve this action, you may do so within 10 days of the date of this action. You must notify your supervisor and/or second level supervisor to discuss informally. A written decision will be initiated within 7 days after the discussion. If you wish to pursue this action further after that point, you have 5 days after receiving the informal resolution to initiate the formal process. This must be in writing and submitted to the Director of Human Resource

Services (the designated appointing authority) who will review and render a final agency decision. You have 10 days to file a petition for hearing with the State Personnel Board after receipt of the final agency decision. You may be represented by any person of your choice at any step of the grievance process. That person may participate and speak for you but you are expected to participate in the discussion during the grievance process.

If you have questions concerning this memo, please contact Human Resources at 1-2718.