# ACTION MEMORANDUM

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| --- | --- |
| **TO:** NAME | **DATE:** Click for Date |
| **FROM:** SV | **CC:** Human Resources |
| **RE** (check box): [ ]  Kean University Policy/Procedure Violation[ ]  Performance Transgression/Substandard Performance[ ]  Behavior/Conduct Infraction [ ]  Absenteeism/Tardiness[ ]  Other: Click here to enter text. | **Level of Action** (pick one):[ ]  Counseling [ ] Written Warning(WW) [ ] Referral to Human Resources for formal disciplinary action  |

**Incident Description & Supporting Details** (Include the following information: Time, Place, Date of Occurrence, and Persons Present as well as Organizational Impact, if any.)

ENTER HERE

**Expectation** (For Counseling/WW only):

ENTER HERE

In our session on Click here to enter a date. you stated (For Counseling/WW only):

ENTER HERE

**For Counseling & Written Warning:**

[ ]  I noted your concerns but reiterated that your behavior/conduct was unacceptable and cannot reoccur. Should your disregard for established policies/procedures continue or reoccur, you may be subject to additional corrective action and discipline consistent with University policies and procedures.

**For HR Referral:**

[ ]  Consequently, this Memo shall serve as a referral to the Office of Human Resources to take formal disciplinary action.

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Employee Signature Date Received

*Signature only confirms receipt.*