

# Memorandum



UNIVERSITY OF NORTHERN COLORADO

**TO:**

**FROM:**

**DATE:**

**RE: Written Corrective Action**

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**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. To initiate the grievance process, the employee shall notify the employee's supervisor or another person within the employee's chain of command. Such notification may be verbal, but must communicate that the employee is initiating Step One of the grievance process. The employee shall initiate the grievance process within ten (10) days from this corrective action. The Step One Discussion shall include the employee and the supervisor or another person within the employee's chain of command and should include ideas for resolving the matter. The employee does not have the right to representation during the Step One Discussion. The Step One Discussion shall occur within fourteen (14) days from the employee initiating the grievance process. The employee shall be informed in writing of the Step One Decision, which is binding unless the employee proceeds to Step Two of the grievance process. The department shall provide its Step One Decision to the employee within fourteen (14) days from the date of the Step One Discussion. (d) The Step One Decision shall state that if the employee initiates Step Two, the employee must provide a written grievance to the appointing authority within ten (10) days from receipt of the Step One Decision. The Step One Decision shall identify the employee's appointing authority.

If you have questions concerning this memo, please contact Human Resources at 351-2718.