



STATE OF NEVADA
Documented Oral Warning

DATE: <Date>

TO: <Employee Name>, <Employee Title>

FROM: <Supervisor Name>, <Supervisor Title>

RE: Documented Oral Warning

An Oral Warning is considered part of the disciplinary process; however, it does not become part of your personnel file. The purpose of this oral warning is to document and address violations of the following NSHE Prohibitions and Penalties:

<u>NSHE Prohibitions and Penalties:</u> <u>A Guide for Classified Staff</u>		1st Offense Min Max	2nd Offense Min Max	3rd Offense Min Max
<u>Section B-12:</u>	Negligence in performing official duties including failure to follow instructions or regulations.	1 3	2 5	3 5
<u>Section B-15:</u>	Frequent or continual tardiness and/or failure to report to work promptly after rest and meal periods.	1 3	2 4	3 5
<u>Section B-17:</u>	Leaving a work area or a job when specifically instructed to remain in work area or at the job.	2 4	3 5	3 5
<u>Section B-18:</u>	Failure to notify supervisor or designated representative, or to comply with department policy promptly when unable to report for work. Notification must occur for each shift.	1 3	2 4	3 5
<u>Section B-19:</u>	Unauthorized absence from duty.	1 2	2 4	3 5
<u>Section G-17:</u>	Failure to adhere to, follow or violation of any rules or policies of the institution specified in the Nevada System of Higher Education's Board of Regent's handbook, the institution's administrative manual, Nevada Revised Statutes, or the Nevada Administrative Code.	1 5	2 5	3 5

Legend: 1=Warning; 2=Written Reprimand; 3=Suspension; 4=Demotion; 5=Dismissal

State the specific reasons for the Oral Warning. Include facts and details, such as who, where, when, what, etc. Provide a clear picture of what occurred and avoid subjective statements, such as "I feel" or "I believe". State how the unacceptable performance or behavior affects the department or campus operations.

State the expectations moving forward. If applicable, also offer training or other resources.

Your progress toward meeting the above expectations will be monitored on an on-going basis. I encourage you to contact me whenever you feel you need information, assistance, or support in meeting these expectations. Any future violations of NSHE prohibitions and penalties may result in further disciplinary action up to and including

termination of your employment.

UNLV has a number of resources that are available for utilization at your discretion. The employee assistance program, ComPsych, can be contacted at (833) 475-1995 or visit Guidance Resources online at www.guidanceresources.com and enter the company ID: UNLVEAP. If you have a condition that may qualify under the Family Medical Leave Act (FMLA), you are encouraged to contact the Office of Human Resources to explore your options by email at hrleave@unlv.edu, by phone at (702) 895-3504, by mail at 4505 S. Maryland Parkway, Box 1026, Las Vegas, NV, 89154, or in person at Campus Services Building (CSB), Room 161. If you believe that you may qualify for accommodation under the Americans with Disabilities Act (ADA), you are encouraged to contact the ADA Administrator, Austin Connell, concerning your rights and obligations. The ADA Administrator can be reached through the online reporting form, by email at austin.connell@unlv.edu, by phone at (702) 895-4806, by mail at 4505 S. Maryland Parkway, Box 1026, Las Vegas, NV, 89154, or in person at Campus Services Building (CSB), Room 161. You may also contact the University's Ombuds Office if you are interested in confidential guidance or direction on conflict resolution. The Ombudsman can be reached through the online reporting form, by email at ombuds@unlv.edu, by phone at (702) 895-1823, by mail at 4505 S. Maryland Parkway, Box 1086, Las Vegas, NV, 89154, or in person at Flora Dungan Humanities (FDH), Room 165.

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito. The Title IX Coordinator can be reached through the online reporting form, by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 1062, Las Vegas, NV, 89154, or in person at Campus Services Building (CSB), Room 246.

Supervisor's Signature

Title

Employee's Signature

Date

(Signature acknowledges receipt of Oral Warning only)