

**DIVISION OF COMPARATIVE MEDICINE**

## MEMORANDUM

**TO: GEMS Employee ID#:**

**FROM:**

**DATE:**

**RE:** Oral Reprimand - [INSERT REASON(S)]

This is to advise you that you are being issued official written documentation of an oral reprimand for the reason(s) stated above.

[INSERT DETAILED DESCRIPTION, INCLUDING ALL APPLICABLE DATES & RELEVANT DOCUMENTATION]

It is regrettable that this step is necessary, but your inappropriate behavior cannot and will not be condoned or tolerated. Repeated instances of this type of behavior may result in more severe discipline.

As a Staff employee, you have the right to file a grievance through the university grievance procedure or, if applicable to your class, to file a grievance through the appropriate collective bargaining agreement grievance procedure, with such grievance to be filed within the time limits expressed in the procedure.

Signature of Supervisor Date

Signature of Employee Acknowledging Receipt Date

Signature of Director/Designee Date

cc: Comparative Medicine, Division Personnel File

 COO, Office of Research & Innovation

HR Personnel File