

Disciplinary Decision of Demotion

DATE:

TO:

FROM:

RE: Disciplinary Decision of Demotion

Purpose of Notification

Relevant Past Occurrences or Active Disciplinary Actions

Incidents Resulting in This Disciplinary Decision

Additional Information Provided at Pre-Disciplinary Conference

Disciplinary Decision

Therefore, I have decided to demote you as follows:

1. **Classification:**
2. **Salary:**
3. **Changes in Duties:**

Required Corrections (including Management Responsibilities)

Timeline for Corrections and Consequences of Not Making Required Corrections

Period of Time for which Disciplinary Action will be Active

This disciplinary action is being issued pursuant to the Office of State Human Resources SHRA Employees Disciplinary Action Policy. This disciplinary action letter will be inactivated and removed from your personnel file if:

Appeal Rights

If you wish to appeal this action under the University of North Carolina SHRA Grievance Policy, you must submit the attached SHRA Step 1 Grievance Filing Form no later than fifteen (15) calendar days after receipt of this letter to:

Human Resources Director
Office of Human Resources
203 Eller Hall
Winston-Salem State University
Winston-Salem, NC 27110

A copy of the University of North Carolina SHRA Grievance Policy has been attached for your information. For your convenience, you may also obtain a [copy of the policy the on the WSSU website](#).

If you have questions about your appeal rights, you may contact the Human Resources Director for Employee Relations & Talent Management.

Supervisor's Signature

Supervisor's Signature: _____ Date: _____

Print Name/Title: _____

Employee Acknowledgement

I acknowledge that I have received this disciplinary letter. I understand that my signature below does not necessarily imply agreement with the statements made in this document or the disciplinary action taken but is an acknowledgement of receipt only.

Employee's Signature: _____ Date: _____

Print Name: _____

Attachment: University of North Carolina SHRA Grievance Policy
SHRA Step 1 Grievance Filing Form

cc: Vice Chancellor
Director/Chair/Dean/Assoc. or Asst. VC
Human Resources Director for Employee Relations & Talent Management
Department Personnel File