

**BALL STATE UNIVERSITY  
Staff Personnel  
Disciplinary Suspension**

Date: \_\_\_\_\_

BSU ID No.: \_\_\_\_\_

To: \_\_\_\_\_

Title: \_\_\_\_\_

**Employee's Name**

\_\_\_\_\_  
**Date(s) Problem Occurred**

\_\_\_\_\_  
**Dates Suspended**

**DESCRIPTION OF PROBLEM:**

**WHAT ACTION HAS BEEN TAKEN:**

**SUPERVISOR'S RECOMMENDATION:**

Future violations of University rules or regulations will result in further disciplinary action, up to and including discharge.

\_\_\_\_\_  
**Supervisor's Signature**

Distrib: 1 copy - Employee  
1 copy - Supervisor  
1 copy - Employee Relations

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Employee's Signature**

**Employee:** I certify that this document has been discussed with me, and I understand my signature does not necessarily indicate agreement. I may write a separate response to any and all points and attach it to this report, which will be filed in University Human Resource Services.