**PROGRESSIVE DISCIPLINE INTAKE QUESTIONNAIRE**

**If non-aligned (MPSC), SEBS-HR will work with our UHR Case Manager**

**If aligned (URA-AFT/COLT/888), SEBS-HR will work with**

**Julie Cartegna/Chris Zigre of OLR**

**Return this completed questionnaire to**

**sebs-hr@sebs.rutgers.edu**

-Department Name:

-Org ID:

-Employee Name:

-Employee ID:

-Job Title:

-Job Class Code:

-Union Affiliation (if applicable):

-Grade/Step (if applicable):

-Date of Hire:

-Attach current org chart:

-Attach current CARF:

**Verbal Reprimand:**

-Has employee received a verbal reprimand in the last year, if so, provide the dates and what the warning was for.

-Has the employee received a verbal reprimand in the last two years, if so, provide the dates and what the warning was for.

-Has the employee received a verbal reprimand in the last three years, if so, provide the dates and what the warning was for.