

Disciplinary

concern.

Written notice- ~~Staff should be given a written notice of the concern and the opportunity to respond.~~

- o ~~Written notice should identify the issue, confirm the concern, and provide a timeline for resolution.~~
- o ~~Written notice should also identify the concern and provide a timeline for resolution.~~
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and send it to the Office of Employee Equity.

If the issue continues, ~~the Office of Employee Equity~~ (OEE@rowan.edu) for formal disciplinary guidance.