

Name_____

Position_____

Date Issued_____

Time _____ a.m. /p.m.

TYPE OF DISCIPLINE:

the order below –

- Discipline
(Note _____ can be any of the following actions and does *NOT* necessarily follow the severity of the violation determines the discipline.) Check Action being taken; time and incident;

- _____ **Oral Reprimand** (Issue with documentation – date, placed in permanent employee file. After 1 year, the documentation of the oral reprimand may be expunged from the permanent employee file at the discretion of the President, per employee request.) time and proposed
- _____ **Written Reprimand** (Issue with documentation – date, corrective action; following initial oral reprimand (if applicable); placed in permanent employee file for one year. After 1 year, the documentation may be expunged from the permanent employee file, per employee request.
- _____ **Suspension** (Employee may be suspended from work without pay for a period of not more than ten days. In this case, supervisor notifies the employee, the President and the Human Resources Manager immediately in writing, stating the reason for recommending the suspension and the employee's right to appeal.)
- _____ **Dismissal / Termination** (President must be notified in writing by the supervisor reasons for recommending dismissal/termination[attached]. If justified, President issues letter of dismissal/termination to employee. [attached].)

Signature of Supervisor _____

I understand that my signature indicates that this information has been shared with me, not agreement with the action. I also understand that I may appeal a disciplinary action through the Grievance procedure (Policy 5.25.0000).

Employee Signature

Date

President Signature

Date

Reason of Disciplinary Action. Include detailed description of incident, along with proposed corrective action.

Employee Comments:
