



NOTICE OF DISCIPLINARY ACTION FORM

Employee Name:		Division:		Effective Date:	
Position Title:			Department:		
Type of Action:	<input type="checkbox"/> Oral Reprimand	<input type="checkbox"/> Written Reprimand	<input type="checkbox"/> Suspension	<input type="checkbox"/> Termination	
Action Dates:		Begin:	End:		
OFFENSE:					
<p><i>In this section list the offense and the policy the employee violated. This section should only list facts and details regarding the violation (dates, times, actual occurrences, etc.)</i></p> <p style="text-align: center;">(Attach additional pages as necessary)</p>					
Expected Standard of Conduct/Corrective Action Required:					
<p><i>In this section detail the behavior expected of the employee.</i></p>					
<p>This reprimand places you on notice, should these problems occur again, you will be subject to further disciplinary action up to and including termination. The goal of discipline is to redirect problem behavior and encourage you to change the behavior. A copy of this document will be placed in your official personnel file.</p> <p>Pressures outside of work sometimes affect an individual's ability to follow all policies and procedures. These outside pressures may manifest themselves in an employee's job state. If this is the case seek assistance from the Employee Assistance Program (EAP). Please contact Human Resources if you desire to seek assistance.</p> <p>*FUTURE OFFENSES OF ANY KIND MAY RESULT IN FURTHER DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.</p>					
_____ Supervisor		_____ Date		_____ Human Resources	
_____ Department Head		_____ Date		_____ Deputy Administrator	
_____ County Administrator		_____ Date			
Employee Acknowledgement and Signature					
<p>My signature below acknowledges I received a copy of the Notice of Disciplinary Action, and I understand its contents; not that I agree with its contents.</p> <p>Employee Comments:</p>					
_____ Employee		_____ Date		_____ Witness	
_____ Date		_____ Date		_____ Date	
Original: Employee	Official Copies:	1—Department Head	2—Deputy Administrator	3—Human Resources	