

## EMPLOYEE DISCIPLINARY REPORT

**To:** Human Resources Department

A (oral) (written warning/reprimand), (suspension), (dismissal) was issued today and is to be made part of the following employee's official personnel file.

Offense 1 2 3 4 5

Employee:	Department:	Date:
1. ( ) Unreported Absence	10. ( ) Housekeeping	19. ( ) Phone/Fax Abuse
2. ( ) Tardiness	11. ( ) Improper Conduct	20. ( ) Violation of Smoking Policy
3. ( ) Drinking/Substance Abuse on Duty	12. ( ) Reporting Under the Influence of Alcohol or Substance Abuse	21. ( ) Wasteful of Material, Property, or Working Time
4. ( ) Insubordination	13. ( ) Violation of Safety Rules	22. ( ) Violence in Workplace
5. ( ) Dishonest	14. ( ) Defective and Improper Work	23. ( ) Sick Leave Abuse
6. ( ) Multiple Garnishments	15. ( ) Carelessness	24. ( ) Accepting Bribes
7. ( ) Failure to Obey Orders	16. ( ) Destruction of County Property	25. ( ) Political Activities on Job
8. ( ) Fighting on County Premises	17. ( ) Harassment, including Sexual Harassment	26. ( ) Failure to Report Felony or Misdemeanor
9. ( ) Leaving Without Permission	18. ( ) Internet Abuse	27. ( ) Other

**REMARKS** (Set Forth All Facts in Detail. Attach additional sheet if needed)


**Signature of Supervisor:**

**Date:**

**I have read and understand the contents of this report.**

**Signature of Employee:**

**Date:**

**Witness:**

*(Only, if employee refuses to sign)*

THE ABOVE OFFENSE OR OFFENSES HAVE BEEN NOTED AND ARE MADE A PART OF THE ABOVE EMPLOYEE'S OFFICIAL PERSONNEL FILE AS OF THIS DATE.

**Department Head/Manager:**

**Date:**

**Human Resources Manager:**

**Date:**

Under Conduct Section of the Polices and Procedures Manual, any employee in the career service who has been demoted, suspended, dismissed, or subject to any other type of disciplinary action, or who is aggrieved as a result of the interpretation and application of these rules and regulations, and any applicant or employee who has been subjected to any alleged discriminatory action shall have the right to utilize the grievance and appeal procedure. Contact the Department Head or Human Resources Manager.

# Employee Disciplinary Report

## Instructions

1. Circle type of disciplinary action
2. Circle number of offenses (1 2 3 4 5)
3. Fill in Name, Department and Date
4. Place a  $\checkmark$  mark by type of offense
5. Remarks - explain offense in detail
6. Supervisor signature and date is required.
7. Employee signature and date indicating that he/she read and understands contents of report.
8. Witness needed only if employee refuses to sign.
9. Department Head/Manager's signature and date
10. Forward to Human Resources Department for Human Resources Manager signature and date.