

DOCUMENTATION OF FIRST LEVEL DISCIPLINE
(Non-Civil Service)
(For documenting continuation of minor offenses
not previously corrected by verbal reprimands.)

Department _____ Date _____

Employee _____ Position: _____

Verbal counseling has been conducted on approximately _____ occasions.

Reason for the discipline (state the policy that has been violated, the employee's conduct that has been inappropriate, and/or the performance that is expected but lacking):

State the conduct that is expected:

Action to be taken by department: ___ additional training ___ change in position (to same pay grade and salary)

Employee response:

Supervisor's Signature

Employee's Signature

cc: Elected Official/Department Head (original)
Employee
Human Resources Department