

DOCUMENTATION OF SECOND LEVEL DISCIPLINE

(Non-Civil Service)

(For documenting serious offenses or continuation of minor offenses not corrected in the first level of discipline)

Department _____ Date _____

Employee _____ ' ' ' ' _____ First level discipline was given on ' ' ' ' _____ .

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):

____ See "Documentation of First Level Discipline"

____ First level discipline was not administered, but the severity of the following offense, behavior, or level of performance is so serious that this level of discipline is appropriate

Comments:

State the conduct that is expected:

____ The same as stated in "Documentation of First Level Discipline"

Other:

Documentation of Second Level Discipline (cont.)

Action to be taken by department:

- Additional training
- Change in position (to same pay grade and salary)
- Suspension of _____ days

NOTICE: Montgomery County Employee Manual 2.4-3 states, in part, that action or inaction by an employee necessitating the completion of a Documentation of Second Level Discipline form (HR-11) or a Documentation of Third Level Discipline form (HR-12) have the effect of placing the employee on probation, i.e., of alerting the employee to the fact that his/her job performance is unacceptable and giving the employee time to improve.

Employee response (attach additional pages if necessary):

Supervisor's Signature

Employee's Signature

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