

HR-10
DOCUMENTATION OF FIRST LEVEL DISCIPLINE

(For documenting continuation of minor offenses not previously corrected by verbal reprimands. This level of discipline is not grievable.)

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