

HR-11
DOCUMENTATION OF SECOND LEVEL DISCIPLINE

(For documenting serious offenses or continuation of minor offenses
not corrected in the first level of discipline; this level of discipline is not grievable.)

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:

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State the conduct that is expected:

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

Other:

Action to be taken by department:

Additional training

Change in position (to same pay grade and salary)

Suspension of _____ days (no more than 3 days)

NOTICE: Montgomery County Employee Manual 2.4-3 states, in part, that action or inaction by an employee necessitating the completion of HR-11 or 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. "Probation", in this context, is distinguished from "probation" in the context of the six month period certain newly hired employees must serve under Montgomery County Civil Service Regulation 2.12 before they are covered by civil service. "Probation" in the context of Employee Manual 2.4-3 is also distinguished from an evaluation period to which promoted employees are subject during which they must demonstrate the ability to successfully perform the new job as provided in Civil Service Regulation 2.22.

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Employee response (attach additional pages if necessary):

Supervisor's Signature

Employee's Signature

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