

HR-12
DOCUMENTATION OF THIRD LEVEL DISCIPLINE

(For documenting major offenses or a continuation of minor offenses which were not corrected in the 1st or 2nd levels of discipline or which are so severe that this level is appropriate; this level is grievable.)

Department _____ Date _____

Employee _____

See "Documentation of Second Level Discipline"

First and second level discipline was not administered, but the severity of the offense is so serious that this level of discipline is appropriate.

The following action is recommended, however no official action will be taken until after the employee responds or is given an opportunity to respond. If, after receiving the response, the decision is made to continue with the disciplinary action, the employee has the right to grieve the action.

_____ days' suspension (more than 3 days)

demotion to _____ at _____ hourly/bi-weekly
job title rate of pay

discharge

effective date of: _____.

Specific reason for the discipline (state the policy that has been violated and/or the employee's conduct/behavior that has been inappropriate):

HR-12
DOCUMENTATION OF THIRD LEVEL DISCIPLINE
(Page 2)

State the conduct that is expected:

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

Other:

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.

Employee response (Your response must be received by the elected official/department head within 24 hours of the time you receive a copy of this form or the recommended disciplinary action will be final. You may attach additional pages as necessary.):

Employee chose not to respond

Supervisor/Elected Official/Department Head

Employee's Signature

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