



Written Reprimand Form

Date: _____

Employee Name: _____

Issued By: _____

Notice to Employee: This form is being used to document the performance listed below. It should also be considered as a written warning to you that any recurrent or similar conduct may be grounds for further disciplinary action, which could include suspension and/or dismissal.

Incident Details:

Date of incident: ____/____/____

Reason for Reprimand:

Corrective Action Required:

Acknowledgement:

I, the undersigned, do hereby acknowledge taking delivery of this written reprimand. Furthermore, I commit to performing any required corrective actions indicated above. I understand that I have the right to appeal this action through the grievance procedure. I may also submit comments of my own.

Employee Signature

Date

Supervisor Signature

Date

Guidelines for Using Progressive Disciplinary Procedures

Whenever appropriate, directors and supervisors will offer feedback to employees to correct performance deficiencies or workplace behavior problems. If problems persist, a progressive series of corrective steps will normally be pursued.

The following provisions are to be observed when taking corrective disciplinary actions:

1. Verbal Warning

A counseling or corrective interview will be held by the supervisor with the employee to explain the basis of the need for corrective action. This verbal warning will be documented by the supervisor.

2. Disciplinary Interview/Written Warning

The director or supervisor will conduct the disciplinary interview. A written record of the interview will be given to the employee and a copy placed in the employee's personnel file. This interview record will contain a description of the employee's conduct or job performance, the change of conduct required of the employee, and the consequences if the problem is not corrected within a specified period of time. Such warning will be signed by both parties.

3. Suspension

If sufficient improvement does not occur within the noted time frame, or serious work performance or behavior problems warrant immediate attention, disciplinary action in the form of suspension without pay is a possibility. Suspension without pay is considered a serious disciplinary action and should be taken only after consultation with the Human Resources Director.

4. Dismissal

The Human Resources Director, upon recommendation of the employee's director and/or supervisor, will review the case for dismissal and take action, as appropriate, in a written letter of dismissal to be given to the employee in a meeting in the presence of the director and/or supervisor. In all cases prior to dismissal, the termination checklist will be reviewed with the director and/or supervisor to make certain that all measures have been taken to preserve the employment relationship.