



Unified Government Human Resources Guide

Effective: 09-29-2016

DISCIPLINARY ACTION REPORT

Employee Name _____ Dept/Div _____

Job Title _____ Employee I.D. No. _____ Date of Hire _____

DISCIPLINARY ACTION TYPE (check one):

VERBAL WARNING
(Complete sections I, II and V)

SUSPENSION
(Complete Sections I, II, III and V)

WITTEN WARNING
(Complete sections I, II and V)

TERMINATION
(Complete sections I, II, IV and V)

I. **Violation** (Note- see Rule Violations from Section 7.1 of HR Guide): _____

Describe above, what action or inaction on the part of the employee has given cause for this disciplinary action? (Give complete details; use additional pages if necessary).

Date of Violation: _____ Location of Violation: _____

Time of Violation: _____ Witnesses (if any): _____

Has employee previously received disciplinary action for one or more similar violation(s) within the last 12 or 18 months?

Yes No If yes, list previous related disciplinary action(s) and date(s) _____

II. **Corrective action the employee has agreed to take to avoid more severe disciplinary action (state time limits):**

(Note: Supervisor may elect to also utilize the Performance Improvement Plan, Section



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III. SUSPENSION NOTICE: *(To be completed for suspensions only. Please issue a Personnel Action Notice and attach documentation. Forward to Human Resources)*

TO THE EMPLOYEE: This is to notify you that you are suspended from your position in accordance with the Unified Government's Rules and Discipline Policy 7.1.

Date suspension begins: _____ Date report back to work: _____

IV. TERMINATION NOTICE: *(To be completed for terminations only after approval from County Administration has been granted. Please issue a Personnel Action Notice and attach documentation. Forward to Human Resources) **Employee is to be issued a letter of termination detailing the rationale and reason for determination.***

TO THE EMPLOYEE: You are hereby given notice of your termination from employment as the result of disciplinary action. You are hereby required to return all UG property, employee badges, keys and uniforms etc.

Final day of work: _____

THE GRIEVANCE PROCEDURE IS AVAILABLE TO EMPLOYEES WHO FEEL THAT DISCIPLINARY ACTIONS TAKEN AGAINST THEM INAPPROPRIATE AND/OR UNFAIR FOR WRITTEN WARNINGS AND ABOVE. SEE HUMAN RESOURCES GUIDE SECTION 7.2.

V. SIGNATURES:

Employee Signature

Date

Supervisor Signature

Date

Division Head Signature *(for written warnings and above)*

Date

Department Head Signature *(for written warnings and above)*

Date

Copies of all signed disciplinary action reports must be submitted to Human Resources.