

DISCIPLINARY ACTION REPORT

This form is intended to provide the basic information concerning disciplinary action. It is an information document and serves as the basis for an interview with the employee and representative. When completed, the form is entered in the employee's Personnel record. It replaces all current disciplinary report forms.

1. When making an entry on this form, fill in the information listed on the top portion of the form:
 - Employee Name
 - Date of Hire
 - Classification
 - Department-Division-Unit (example: General Services, Maintenance, Paint Shop)
 - Status of Employee (whether probational, permanent, or other such as exempt or part-time)
2. Fill in the portion of the form indicating which section of the Personnel Rules the employee is charged with violating.
3. Describe the facts concerning the incident in question. Attach additional sheets as necessary to provide complete documentation of the charge. (Example: a list of the dates of each absence for a charge of excessive absenteeism or copies of payroll records). Form should be signed by supervisor and dated.
4. After the employee interview is conducted, the employee should sign the form where indicated. If the employee refuses to sign, the supervisor should sign his own name with the date and indicate in writing that "employee refused to sign." A witness' signature should be obtained if this occurs.
5. The supervisor should then forward the form with his recommendations to the person in his area designated with the authority to approve disciplinary actions. Advice on recommendations can be obtained from the Personnel Division.
6. When a final determination is made, the bottom of the form should be completed by indicating the nature of the disciplinary action and the specific days of the suspension or effective date of dismissal or demotion and obtaining the approval signature.
7. In preparing a letter of dismissal, suspension or other disciplinary action the advice of the Personnel Division can be obtained.

The Disciplinary Action Report serves as a basis for preparation of these letters, which serve to advise the employee formally of the action taken and his right to appeal.