

# Employee Reprimand

|                        |                    |                                 |
|------------------------|--------------------|---------------------------------|
| Employee               | Work Location      | Date of Discipline Action Given |
| Employee ID # (if any) | Date of Occurrence | Issuing Supervisor              |

## Violation Statement

Place of Violation: \_\_\_\_\_

Date of Violation: \_\_\_\_\_

Description of Violation: \_\_\_\_\_

## Disciplinary Action

- Administrative Leave w/Pay                       - Recommendation for Termination
- Sent Home w/Pay                                       - Suspension Without Pay \_\_\_\_ Days
- None     - Other \_\_\_\_\_

## Corrective Actions

Description of Corrective Actions to be Taken:

\_\_\_\_\_

\_\_\_\_\_

- I have read this Notice of Discipline and understand it.

\_\_\_\_\_  
Employee's Signature                      Print Name                      Date

- Employee refused to sign this form and all attached documentation.

\_\_\_\_\_  
Supervisor's Signature                      Print Name                      Date

