

**REPRIMAND NOTICE**

The following **REPRIMAND** was issued today and it is to be made a part of your official record.

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|      |            |      |
|------|------------|------|
| NAME | DEPARTMENT | DATE |
|------|------------|------|

- |  |   |
|--|---|
| 1. ___ Excessive or unexcused absenteeism                              | 6. ___ Improper Conduct   |
| 2. ___ Tardiness   | 7. ___ Fighting on Premises   |
| 3. ___ Endangering the health or safety of employees or general public | 8. ___ Unauthorized removal, misuse or damage of County owned property                |
| 4. ___ Inability/negligent in the performance of job duties            | 9. ___ Violations of County/Departmental Policies (Personnel, Computers & Purchasing) |
| 5. ___ Insubordination   | 10 ___ Other  |

\_\_\_ Verbal Reprimand    \_\_\_ 1<sup>st</sup> Written Reprimand    \_\_\_ 2<sup>nd</sup> Written Reprimand

Explanation of reprimand: \_\_\_\_\_  
\_\_\_\_\_

Supervisor's expectations for future performance: \_\_\_\_\_  
\_\_\_\_\_

If there is not a change in performance further disciplinary action will be taken. (Disciplinary actions may include any or all of the following: verbal warning, written reprimand, demotion, suspension, or dismissal.)

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Signature of Employee

**(Employee's signature acknowledges that the employee has seen this Reprimand Notice.)**

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This document will be placed in the employee's personnel file in the Human Resources Department. The employee may choose to respond to this reprimand in writing and any such response should be placed in the employee's personnel file.

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date