

**Walworth County
Notice of Employee Discipline**

Name of Employee: _____ Date of Incident: _____

Job Title: _____ Department: _____

Employee Status:

- Probationary Employee
 Regular Employee

Work Rule Infraction Level:

- Minor Work Rule
 Major Work Rule

You are hereby given notice of discipline:

- First level discipline (documented verbal warning)
 Second level discipline (written reprimand)
 Third level discipline
 Paper/Working Suspension for date(s) _____
 Suspension without pay for date(s) _____
 Termination of employment for cause

This discipline is issued to you for unacceptable performance/conduct related to: (check all that apply)

- Absenteeism: excessive tardiness/absence; unapproved absence; no call/no show; absence on date time-off request was denied.
- Insubordination: refusal of mandatory overtime; refusal to obey directives; abusive behavior towards a management representative.
- Misconduct: damage to County property; dishonesty; dress or grooming; failure to timely report an accident; fight or altercation; gambling; discourtesy; harassment; horseplay; unacceptable use of County equipment, e-mail and other resources; political activity on County property; sleeping or loafing; strike-related activities; union activity during working hours without prior authorization.
- Off-duty misconduct: Off-duty misconduct; Outside employment.
- Substance abuse: violation of drug- and alcohol-free workplace policy.
- Unsatisfactory performance: Incompetence; Negligence; inability to perform job duties.
- Violation of policy or work rule: Resident rights; inmate rights; HIPAA; confidentiality issues, etc...

Specify:

Briefly summarize the essential facts upon which this discipline is based. Identify the specific work rules, performance or conduct standards violated.

Briefly describe the impact of the employee's performance/conduct on departmental operations.

If applicable, summarize the previous discipline record of this employee, if the previous discipline is relevant to the "theme" of the current discipline or relevant to note.

If applicable, explain any circumstances that may increase or reduce the disciplinary level.

Identify any specific behavior or requirements expected of the employee in the future.

Notice to employee:
1. The Employee Assistance Program (EAP) is available to you if you need assistance to bring your performance/conduct up to acceptable standards.
2. You have the right to grieve this discipline under the collective bargaining agreement, if represented by a union, or to appeal under the non-represented employee grievance policy.
3. Any future unacceptable conduct will result in further discipline, up to and including termination.

Signature of person completing discipline form

Date

Signature of person serving the discipline form

Date

Dept Head/Designee signature

Date

This action has been explained to me and I have received a copy of this notice.

Employee's Acknowledgement of Receipt

Date

Union's Acknowledgement of Receipt

Date

Original to Labor/Employee Relations Director

- c: Employee
- Department head
- Union president, if applicable