

REPRIMAND NOTICE

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

NAME

DATE

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

___ Verbal Reprimand

___ 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.

Signature of Supervisor

Signature of Employee

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