



**NON-UNIFORM EMPLOYEE
DISCIPLINARY ACTION FORM
RECORD OF WRITTEN REPRIMAND**

DATE

EMPLOYEE #

DEPARTMENT

Employee Name

This is to advise you that you are hereby reprimanded for the following reasons:

You are hereby warned that a recurrence of this infraction, or other infractions, will result in further disciplinary action up to and including termination.

You have the right to submit a written rebuttal (to be attached to this record) within ten (10) working days upon receipt of this letter.

(United Local Union 100 ONLY) You have the right to appeal this action and may request an administrative hearing within ten (10) working days upon receipt of this letter to the Labor and Employee Relations Division-Human Resources Department.

_____ Employee's Signature (Does not necessarily imply agreement with the stated reasons and/or disciplinary action.)	/ _____ Date	_____ Immediate Supervisor's Signature	/ _____ Date
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OR if employee refuses to sign:

_____ 1. Witness	/ _____ Date	_____ Division Manager's Signature	/ _____ Date
_____ 2. Witness	/ _____ Date	_____ Department Director's Signature (indicates review and approval)	/ _____ Date
_____ Union Steward's Signature (if applicable)	/ _____ Date		