



### REPORT OF EMPLOYEE REPRIMAND

EMPLOYEE NAME: \_\_\_\_\_ DATE OF INCIDENT: \_\_\_\_\_

POSITION: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

COMMUNICATION IS BENEFICIAL FOR BOTH EMPLOYEE AND EMPLOYER. THE CITY INTENDS TO COMMUNICATE, WHENEVER PRACTICAL, DEFICIENCIES IN JOB PERFORMANCE AND PROVIDE DIRECTION TO EMPLOYEES FOR TAKING CORRECTIVE MEASURES. WHEN CORRECTION IS NECESSARY, COUNSELING AND REPRIMANDS ARE CONSTRUCTIVE METHODS OF COMMUNICATING TO THE EMPLOYEE AND CONVEYS THE IMPORTANCE OF MEETING ESTABLISHED PERFORMANCE STANDARDS AND EXPECTATIONS. ADHERING TO POLICIES AND PROCEDURES CREATES A WORK ENVIRONMENT THAT IS POSITIVE, SATISFYING, SAFE, AND PRODUCTIVE.

NEITHER A COUNSELING SESSION NOR REPRIMAND IS A DISCIPLINARY ACTION AND THEREFORE IS NOT APPEALABLE OR GRIEVABLE. AN EMPLOYEE MAY WRITE A REBUTTAL TO ATTACH TO AND BECOME PART OF THIS REPORT. CONTINUED VIOLATION OF CITY AND DEPARTMENTAL POLICIES OR STANDARDS OF CONDUCT MAY RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.

THE FOLLOWING ACTION WAS TAKEN AND IS TO BE MADE PART OF THE OFFICIAL RECORD OF THE ABOVE-MENTIONED EMPLOYEE:

DESCRIBE MISCONDUCT AND/OR POLICY VIOLATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CORRECTIVE MEASURES TO BE TAKEN BY EMPLOYEE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I have read and acknowledge receipt of this report.*

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE SIGNED

EMPLOYEE COMMENTS: (USE ADDITIONAL PAGE IF NECESSARY)

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\_\_\_\_\_  
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