



DISCIPLINARY NOTICE

DATE: Date Given to the Employee
TO: Employee's Name, Title, and Employee ID #
FROM: Supervisor's Name, Title, and Employee ID#
SUBJECT: Warning/Reprimand (choose the appropriate disciplinary level)

This notice is to inform you that you are being warned/reprimanded for your actions outlined below.

****Supervisor: Remove highlighted text below before delivering a copy of the notice to the employee****

Incident

Describe the incident as detailed as possible, including the time, place, date(s) of occurrence and persons present. Also include a statement about how the incident impacted the department, co-workers, and the City of Denton. When possible, cite specific policy violations (policy 109.01 has performance and behavioral examples you can cite).

Previous Disciplinary Actions or Discussion

Include a listing of other disciplinary actions or discussions (and dates), if applicable, that you have had with the employee that helps support this level of discipline. If there is no previous discipline but the action is severe enough to jump immediately to suspension, then explain that instead.

Citation of Policy Regarding Infraction

When possible, cite specific City policy or Department SOP violations. (Policy 109.01 has performance and behavioral examples you can cite)

Actions Necessary to Bring About Improvement

You must show immediate, measurable, and continuous improvement in your performance in the following areas:

Training or Special Direction to Be Provided:

If you meet the expectations described above, no further disciplinary action will be taken regarding this issue. However, if you fail to show immediate improvements in performance and do not continue to perform at an acceptable level, further disciplinary action, up to and including dismissal, may be taken.

OUR CORE VALUES

Integrity • Fiscal Responsibility • Transparency • Outstanding Customer Service

Supervisor's Signature

Date

I understand that the City of Denton is an "at-will" employer, meaning that my employment has no specified term and that the employment relationship may be terminated any time at the will of either party on notice to the other. I also realize that the City of Denton is opting to provide me with corrective action measures, and can terminate such corrective measures at any time, solely at its own discretion, and that the use of progressive discipline will not change my at-will employment status.

I have received a copy of this notification. It has been discussed with me and I have been advised to take time to read it before I sign it. My signature acknowledges receipt of the notification, but not necessarily agreement with the statements made in it. My signature also acknowledges the appeal process explained to me and that I have been provided a copy of the Disciplinary Appeal policy (109.03).

Employee Signature

Date

If employee refuses to sign:

Witness

Date

Employee Comments:

The employee may use the following space (or add extra pages) to write any comments to the supervisor's statements above. The employee's comments will be filed with this memorandum in the employee's personnel file.

To be completed by supervisor:

HBU	
Department	
Division	
Reason for Disciplinary Action	<input type="radio"/> Safety Violation/Accident <input type="radio"/> Attendance/Tardiness <input type="radio"/> Performance Deficiency <input type="radio"/> Behavior/Conduct Infraction <input type="radio"/> Other Policy Violation
Previous performance review date and rating	
Has the employee had a previous managed action plan (MAP) or disciplinary action that has been filed in Human Resources?	<input type="radio"/> No <input type="radio"/> Yes
If yes, complete the information below:	
Disciplinary Action Type/MAP	Date/Brief Description
<input type="radio"/> Warning	
<input type="radio"/> Reprimand	
<input type="radio"/> Decision-Making Day	
<input type="radio"/> Suspension	
<input type="radio"/> Demotion	
<input type="radio"/> Managed Action Plan (MAP)	