

# NOTICE OF DISCIPLINARY ACTION

Employee: \_\_\_\_\_

Date of Hire/Seniority: \_\_\_\_\_

Department: \_\_\_\_\_

Assessed: \_\_\_\_\_

Date & Time

Action Taken: \_\_\_\_\_ Written Reprimand

\_\_\_\_\_ Suspension

\_\_\_\_\_ Discharge

Description of Misconduct:

Return to Work: \_\_\_\_\_

Copy to Employee \_\_\_\_\_

Date & Time

\_\_\_\_\_  
Employee's Signature

Copy to Steward\* \_\_\_\_\_

Date & Time

\_\_\_\_\_  
Steward's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Department Head Signature (If Required)

\*Forward copy to Steward

**GENESEE COUNTY LOUDERMILL DISCIPLINARY INTERVIEW  
ADVICE OF RIGHTS AND DUTY, AND WAIVER**

Employee Name: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Delivered to employee by: \_\_\_\_\_ at \_\_\_\_\_  
Supervisor's Name Time and Date

ADVICE OF RIGHTS AND DUTY

You are directed to attend a meeting in the supervisor's office at \_\_\_\_\_

During that meeting you will be advised of charges that you have engaged in misconduct that, if the Employer believes to be true, will result in disciplinary action up to and including discharge. After an explanation of the Employer's evidence, you will have the opportunity to present your side of the story. Failure to respond to the charges will be considered insubordination and will force the Employer to take action based upon the evidence as known at the time. Failure to attend the meeting will be considered insubordination and constitute just cause for disciplinary action, up to and including discharge.

A Union representative will be present unless you voluntarily waive the right to have a Union representative present during the meeting. If you voluntarily choose not to have a Union representative present, you must sign the waiver below.

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WAIVER

I, \_\_\_\_\_, understand that I am entitled to have a Union representative present during the meeting described above. By signing below, I voluntarily waive this right and wish to proceed with the above-described meeting without involvement of the Union. I further understand that I can request the presence of a Union representative at any time during the meeting. If such a request is made, the Employer will temporarily suspend the meeting and secure a Union representative before proceeding further.

\_\_\_\_\_  
Employee Signature