

**IMPERIAL COMMUNITY COLLEGE DISTRICT
DISCIPLINARY ACTION FORM**

A. DATE: _____ B. TIME: _____

C. NAME OF EMPLOYEE: _____

D. CLASSIFICATION: _____

E. TYPE OF DISCIPLINARY ACTION:

1. VERBAL WARNING _____ 2. WRITTEN REPRIMAND _____

F. DESCRIPTION OF SPECIFIC EMPLOYEE BEHAVIOR/ACTION(S) THAT CAUSED THE VERBAL WARNING/WRITTEN REPRIMAND, AND THE RULE OR REGULATION VIOLATED:

G. DESCRIPTION OF SPECIFIC ACTION TO BE TAKEN BY EMPLOYEE TO CORRECT HIS/HER INAPPROPRIATE BEHAVIOR/ACTION(S):

H. DESCRIPTION OF IMMEDIATE AND/OR FUTURE ACTION THAT WILL BE TAKEN BY SUPERVISOR IF THE EMPLOYEE FAILS TO CORRECT HIS/HER INAPPROPRIATE BEHAVIOR/ACTION(S):

I. EMPLOYEE RIGHTS /ACKNOWLEDGMENT OF RECEIPT:

****Select only one from the following options (For action beyond the verbal/written level contact Human Resources):**

19.3.2 (2) Verbal Warning

If the inappropriate behavior continues, within ten (10) work days after the repeated occurrence, the supervisor may give the employee a verbal warning. The verbal warning must specify the reasons for the disciplinary action and the corrective actions the employee must take in making an appropriate behavioral change. The supervisor meets with the employee to discuss his/her inappropriate behavior and completes a Verbal Warning Documentation Form.

This document is forwarded to the Chief Human Resource Officer to be placed in a sealed envelope in the employee's personnel file and a copy given to the employee. The employee shall be given five (5) business days after receipt of the Verbal Warning Documentation Form to prepare a written response/rebuttal which shall be placed in the personnel file. If no further disciplinary action is required, all record of the verbal warning and the response/rebuttal shall be destroyed two years after its date of issue

19.3.2 (3) Written Reprimand

If the employee has received one (1) or more verbal warnings and his/her behavior continues to be inappropriate, or if he/she commits an act considered to be of a serious nature, the employee may be given a written reprimand. The written reprimand must specify the reasons for the disciplinary action and the corrective actions the employee must take in making the appropriate behavioral change. Within two (2) work days a Written Reprimand Documentation Form will be completed and forwarded to the Chief Human Resource Officer to be placed in a sealed envelope in the employee's personnel file with a copy given to the employee. The employee shall be given five (5) business days after receipt of the Written Reprimand Documentation Form to prepare a written response/rebuttal which shall be placed in the personnel file. If no further disciplinary actions are initiated within a three (3) year period, disciplinary action documents, including the response/rebuttal shall be purged from the employee's personnel file and destroyed.

I have been informed of the charges against me and of my rights (listed above). I acknowledge receipt of a copy of this form.

EMPLOYEE: _____ DATE: _____

J. DISCIPLINARY ACTION FORM ISSUED BY:

Supervisor/Director/Associate Dean/Dean: _____ Date: _____
Signature

Vice President/President: _____ Date: _____
Signature

Original: Human Resources
Copy: Employee