



CAMERON COUNTY CIVIL SERVICE COMMISSION

DOCUMENTATION OF FIRST LEVEL DISCIPLINE

(For documenting a continuation of minor offenses not previously corrected by verbal reprimands; this level of discipline is not appealable)

Department: _____ Date: _____

Employee: _____ Position: _____

Verbal counseling has been conducted on approximately _____ occasions.

Reason for the discipline (state the policy that has been violated and/or the employee's conduct/behavior that has been inappropriate):

State the future conduct or performance that is expected, but is presently lacking:



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DOCUMENTATION OF FIRST LEVEL DISCIPLINE (CONTINUED)

Action to be taken by department: _____ Additional Training _____ Change in position (to same pay grade and salary)

Employee Response:

_____ Employee chose not to respond

Department Head or Designee

Employee Signature

The department head, or designee, and the employee must sign the form to account for distribution and receipt. By signing this form, the employee is not admitting to the factual allegations or the recommended discipline but only acknowledging receipt of the document.

Cc: Elected Official/Department Head (original)
Director of Human Resources/Civil Service Director
Supervisor
Employee