



## CAMERON COUNTY CIVIL SERVICE COMMISSION

### DOCUMENTATION OF SECOND LEVEL DISCIPLINE

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

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

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

First level discipline was given on \_\_\_\_\_

\_\_\_\_\_ See "Documentation of First Level Discipline" (attach copies)

\_\_\_\_\_ First level discipline was not administered, but the severity of the following offense, behavior, or level of performance is so serious that this level of discipline is appropriate

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:

\_\_\_\_\_ The same as stated in "Documentation of First Level Discipline" or \_\_\_\_\_ Other:



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**DOCUMENTATION OF SECOND LEVEL DISCIPLINE (CONTINUED)**

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

\_\_\_\_\_ Suspension of \_\_\_\_\_ days (no more than two (2) days)

Employee response (attach additional pages if necessary)

\_\_\_\_\_ Employee chose not to respond

\_\_\_\_\_  
Department Head or Designee

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