

# Verbal Reprimand

This is a notice of unacceptable behavior or unsatisfactory work performance. The purpose of this notice is to correct the problem, prevent recurrence, and prepare the employee for satisfactory work performance in the future.

**Employee:**

**Position:**

**Site:**

**Date:**

**HACAP Staff Present:**

**Union Position:**

Name of Union Representative \_\_\_\_\_  
Please write n/a if you have chosen to not have union representation for this disciplinary meeting

**Non-union positions:**

Name of Personal Representative \_\_\_\_\_  
Please write n/a if you have chosen to not have a personal representative at this disciplinary meeting

The above information accurately reflects my choice regarding personal or union representation at this disciplinary meeting.

This section must be completed  
prior to disciplinary discussion

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

\_\_\_\_\_  
Date

1. Policy, Programming Regulation or Licensing Violation (Violation and Number):
2. Work Performance Deficiency
3. Description of Violation or Deficiency:
4. Specific changes in performance or behavior required and the time frame in which they must occur:

**\*30 day follow up on action steps is scheduled for:**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

## EMPLOYEE NOTIFICATION AND COMMENTS

Failure to correct problem may result in more serious disciplinary action in the future.

Any retaliatory behavior toward co-workers that results from this disciplinary action will result in further disciplinary action. Retaliatory behavior includes, but is not limited to: suspending communication with team mates in matters directly related to program operations, engaging in conversations at work that belittle, humiliate or reflect negatively on a co-worker, refusing to comply with reasonable requests to complete tasks that are essential to daily program operations, intentional exclusion of a team member in work-related discussions, looking for and reporting what is perceived to be inappropriate conduct or behavior of fellow team members to the Site Supervisor – solely for the purpose of getting them in trouble.

You have the opportunity to sign any disciplinary action prior to it being placed in your file. You also have the opportunity to place a written response within seven (7) days to any disciplinary action placed in your personnel file. This notice may be used as documentation for subsequent disciplinary action for up to one year. You may have this action reviewed using the regular administrative review procedures (HACAP Policy 231, Administrative Review).

**Supervisor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Original must be sent to Human Resource Department, a copy given to the employee, and a copy retained by the supervisor.

**Employee Comments: (Please attach a separate sheet with comments, if needed)**