



To: Employee

From: Disciplining Supervisor

Date: XX/XX/20XX

Subject: Informal Disciplinary Action / Written Reprimand

This letter serves as official notice of action taken with regard to (give the reason for the informal disciplinary action - written reprimand) per **Section 3.24.1 Informal Disciplinary Action (3) Written Reprimand** (City of Orem Employee Handbook).

Policy Violation(s):

Explain how the employee's actions violate City or department policy. Give the specific references to the policy or policies. Include copies of all back-up documentation to the document if warranted.

Corrective action:

- If there are any specific things that the employee needs to do to correct the action, list them here. Also, if there are any consequences from their actions, list them. You will also want to list any specific steps that the employee will have to accomplish the corrective action.

ACKNOWLEDGEMENT

I acknowledge receipt of this Informal Disciplinary Action/Written Reprimand, acknowledge that I have received a copy and I understand that formal disciplinary action may result if corrective action is not taken

A copy of this Informal Disciplinary Action/Written Reprimand will be placed in your human resource record as per Orem Employee Handbook Section 3.2.1.

Sign in the space provided to acknowledge that you received a copy of this document.

Employee Date

Supervisor Date
Supervisor's Title



Performance Improvement Plan

TO: Employee Name

FROM: Supervisor

DATE:

The purpose of this Performance Improvement Plan (PIP) is to define serious areas of concern, gaps in your work performance, reiterate expectations, and allow you the opportunity to demonstrate improvement and commitment to your position as a *Position Title*. This PIP is being issued pursuant to Section 3.24.2 of the Employee Handbook *Performance Improvement Plan*.

BACKGROUND:

How and why the decision to implement a PIP was determined.

AREAS OF FOCUS:

- *Points of focus for the PIP*
- *Points of focus for the PIP*
- *Points of focus for the PIP (can add more bullets as needed)*

OBSERVATIONS

3.24.4. Causes for Discipline or Dismissal

- *Include specific causes for improvement (inefficiency, dishonesty...)*

IMPROVEMENT GOALS

1. List improvement goals
2. List improvement goals
3. List improvement goals
4. List improvement goals

Formal Discipline Procedure - Full Time Employees Only

Any alleged violation by an employee of policy, procedure, rules, regulations, directives, orders, laws and/or expected performance levels will be investigated by the employee's management supervisor.

The supervisor presents a written report of the investigation to the Division Manager

Division Manager will review report and prepare the Notice of Intent (NOI) - conduct additional investigation if necessary

Division Manager will draft Notice of Intent (NOI) and present it to the employee

Employee has three (3) working days after receiving the NOI to request a **pre-disciplinary** meeting with the Department Director

