

County of Gloucester  
Human Resources Manual

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<b>CHAPTER:</b>	<b>7 – CONDUCT AND PERFORMANCE</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>3 – DISCIPLINE</b>	<b>REVISED: 5/22/24</b>

**DISCIPLINARY MEMORANDUM**

To: \_\_\_\_\_  
(Employee)

From: \_\_\_\_\_  
(Supervisor)

Today's Date:

Subject: \_\_\_\_\_  
(Disciplinary Issue)

Date of Occurrence: \_\_\_\_\_

Description of Disciplinary Issue: \_\_\_\_\_

After discussing the situation, you replied as follows: \_\_\_\_\_

Your plan of action to correct this problem is: \_\_\_\_\_

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Continued disciplinary problems are subject to progressive disciplinary action and include the following:

- Informal, private discussion with the Supervisor and/or Department Head
- Written Warning by the Department Head/Designee or the Administration
- Suspension without Pay
- Monetary Fine
- Termination of Employment

Beginning with the first occurrence, all disciplinary actions shall become part of your personnel file.

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Employee

Date \_\_\_\_\_

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Supervisor/Department Head/Administrator

Date \_\_\_\_\_

Cc:    Commissioner Director  
          County Administrator