

County of Gloucester
Human Resources Manual

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

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.

Employee

Date _____

Supervisor/Department Head/Administrator

Date _____

Cc: Commissioner Director
County Administrator