



SARPY COUNTY

DISCIPLINE FORM

EMPLOYEE INFORMATION

Name: _____ Date: _____
Department: _____ Division: _____
Job Title: _____ Union: _____

The below discipline is in accordance with the Personnel Rules and Regulations *Rule 7: Progressive Discipline; Regulation 1: Discipline.*

DISCIPLINE INFORMATION

Department Head/Elected Official: Please work with HR to complete the form.

1. Type of Discipline:
☐ Verbal Reprimand ☐ 1st Written Reprimand
☐ 2nd Written Reprimand ☐ Final Written Warning
2. Improper Action(s) and/or Violation (describe specific facts and what action(s) brought about discipline). Use additional pages if needed.

3. Action steps necessary to achieve expectations and avoid further discipline:

4. Placing on Probationary Period? ☐ Yes ☐ No
Refer to Rule 5: Probationary Periods, Regulation 2: Trial Period Probations for further details.

Department Head/Elected Official Signature

Date

Employee Signature*

Date

*Your signature does not denote agreement, but acknowledges that its contents have been explained to you. Refusal to sign must be noted on form.

Employees may submit to the Human Resources Department an explanation or rebuttal to a written reprimand within 15 calendar days of its receipt.

HUMAN RESOURCES

Human Resources Signature

Date