

I will Assist you in Overcoming this Problem by:

Follow-Up Activity (specify a time deadline, at which time the problem and results will be reviewed):

Check One: Reprimand Only Disciplinary Probation Suspension without Pay
 Dismissal

Additional Comments:

Department Head's Signature:

Date:

Administration:

I hereby acknowledge that I have read the above reprimand. My signature indicates only that I have seen it and does not indicate agreement.

Employee Signature:

Additional Employee Comments: