



CAMERON COUNTY CIVIL SERVICE COMMISSION

**DOCUMENTATION OF FIRST LEVEL DISCIPLINE**

(For documenting continuation of minor offenses not previously corrected by verbal reprimands. This level of discipline is not appealable.)

Department \_\_\_\_\_ Date \_\_\_\_\_

Employee \_\_\_\_\_ Position \_\_\_\_\_

Verbal counseling has been conducted on approximately \_\_\_\_\_ occasions.

Reason for the discipline (state the policy that has been violated, the performance that is expected but lacking, and the employee’s conduct that has been inappropriate):

State the future conduct or performance that is expected, but is presently lacking:

Action to be taken by department: \_\_\_\_\_ additional training \_\_\_\_\_ change in position

Employee response:

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Employee Signature

- Cc: Elected Official/Department Head (original)
- Director of Human Resources/Civil Service Director
- Supervisor
- Employee

