



CAMERON COUNTY CIVIL SERVICE COMMISSION

DOCUMENTATION OF SECOND LEVEL DISCIPLINE

(For documenting serious offenses or continuation of minor offenses not corrected in the first level of discipline; this level of discipline is not appealable.)

Department _____ Date _____

Employee _____

First level discipline was given on _____

Reason for the discipline (state the policy that has been violated and, the employee's conduct that has been inappropriate):

_____ See "Documentation of First Level Discipline" (attach copy)

_____ First level discipline was not administered, but the severity of the following offense, behavior, or level of performance is so serious that this level of discipline is appropriate

Comments:

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

_____ The same as stated in "Documentation of First Level Discipline"

_____ Other; _____



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Documentation of Second Level Discipline (cont.)

Action to be taken by department:

- _____ Additional training
- _____ Change in position (to same pay grade and salary)
- _____ Suspension of _____ days (no more than 3 days)

Employee response (attach additional pages if necessary):

Supervisor's Signature

Employee's Signature

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