

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES
Oral Reprimand

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Provide a copy to the employee and maintain the original in the Supervisor's administrative file.

Name:	Position Title:	Personnel Number:
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Division/Office:	Location:
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1. Reason(s) for oral reprimand, nature and date(s) of offense(s), and prior counseling/reprimand(s), if any:

(Continue on page 2 and/or separate pages, if necessary.)

2. Expected corrective actions and by when, if applicable:

3. Consequences of future violations or misconduct:

Future violations of this offense or a more severe offense, will warrant further disciplinary action, up to and including, termination of your employment.

4. Employee comments:

Type or print name of supervisor taking action:	Position of supervisor taking action:
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Signature of supervisor taking action:	Date:
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My signature indicates that I have received and understand this oral reprimand, not necessarily that I agree with it.

Signature of employee counseled:	Signature of witness (if employee refuses to sign):	Date:
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Distribution:

<input type="checkbox"/> Copy -	Employee orally reprimanded	
<input type="checkbox"/> Original -	Supervisor's administrative file	

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES
Oral Reprimand (continued)

Name:

Personnel Number:

Date:

Items continued from page 1 (if needed)

Instructions for oral reprimand:

- Inform the employee in private (or at least out of hearing of others) of the unacceptable conduct. (Use block 1).
- Explain how the conduct has been improper or unacceptable and discuss ways in which the employee may improve or correct the conduct (Use block 2).
- Inform the employee that his or her conduct must improve.
- Inform the employee that unless the problem is corrected, the employee will be subject to further disciplinary action (Use block 3).
- Ask the employee to sign the oral reprimand form as having been received and understood at the time of the oral reprimand (but not necessarily that he or she agrees). Give a copy to the employee and maintain the original in the supervisor's administrative and/or disciplinary file.
- If the employee refuses to sign, the supervisor will insert the notation "Employee refused to sign" in the block for the signature of employee orally reprimanded. A witness should sign in the witness' signature block if the orally reprimanded employee refuses to sign.
- A copy will **not** be placed in the employee's official human resources file unless further violations result in more severe disciplinary action.