

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES

Written 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.

Original to OHR, copy 1 to employee, and copy 2 to the supervisor's administrative file.

Name:	Position Title:	Personnel Number:
-------	-----------------	-------------------

Division/Office:	Location:
------------------	-----------

HR Director/designee Review:	Name: _____	Date _____
------------------------------	-------------	------------

Deputy Director/designee Review:	Name: _____	Date _____
----------------------------------	-------------	------------

Reason(s) for written 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 directive, Department policies, and/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:
---	---------------------------------------

Signature of supervisor taking action:	Date:
--	-------

My signature indicates that I have received and understand this written reprimand, not necessarily that I agree with it.

Signature of employee reprimanded:	Signature of witness (if employee refuses to sign):	Date:
------------------------------------	---	-------

Distribution:

- ___ Original - Office of Human Resources
- ___ Copy 1 - Employee reprimanded
- ___ Copy 2 - Supervisor's administrative file

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES

Written Reprimand (continued)

Name:

Personnel Number:

Date:

Items continued from page 1 (if needed)

Instructions for written reprimand:

- ◆ Give the nature of the offense or offenses for which the written reprimand is being issued and describe the facts and circumstances supporting the conclusion that the employee committed the offense or offenses listed (block 1).
- ◆ Provide a summary of prior related disciplinary actions such as oral reprimands, written reprimands, suspensions, etc. (Use block 1).
- ◆ Include corrective actions that need to be taken by the employee in order to correct the offense and the date when the corrective action should be taken (if applicable and necessary) (Use block 2).
- ◆ Provide a statement of the consequences if the offense is repeated or if other problems occur (Use block 3).
- ◆ Have the employee sign at the time it is given. The signing of the form indicates that it has been received and understood (but not necessarily that the employee agrees with the disciplinary action taken).

If the employee refuses to sign, the supervisor will insert and initial the notation "Employee refused to sign" in the block for the signature of employee reprimanded. A witness should sign in the witness' signature block if the employee refuses to sign.