JOHNSON COUNTY GOVERNMENT

Written Reprimand for Behavior Issues

The purpose of a Written Reprimand is to give formal notice to an employee that misconduct has occurred and action must be taken to correct the behavior. Written Reprimands may address a broad range of misconduct. The Written Reprimand should identify the relevant County policy or procedure, or department/agency rule; describe the inappropriate conduct or behavior; explain the impact of the conduct or behavior; describe the actions that the employee must be take to resolve the issue and correct the behavior; and inform the employee of the consequences if the issue is not resolved or if the same or similar behavior is repeated.

An employee can request a review of a Written Reprimand in accordance with Procedure 413-1.

Employee's Name	Department/Agency	Date

Description of Problem: (Identify the poor behavior/misconduct including its severity and frequency; any previous agreements and the importance to the workplace, team, organization etc.)

Clarify the Situation: (identify issues and concerns; the corrective action(s) being taken and consequences of continued poor behavior/misconduct)

Develop Ideas for Improvement: (explore needed resources/support; seek and discuss ideas; check for understanding)

Agree on Specific Plan(s): (specify actions, including contingency plans; confirm how to measure progress; identify resources/support needed)

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Summary of Discussion: (summarize and restate the expectations; check for misunderstanding)

Failure to correct misconduct or repeat issues of the same or similar nature may result in further disciplinary action up to and including termination of employment.

Supervisor's Signature	Date
Employee's Signature	Date

Employee's signature does not constitute agreement but acknowledges that the above problem has been discussed. An employee may request a review of this action in accordance with Dispute Resolution Procedure 413-1.

Witness's Signature (Required only when employee declines to sign.)	Date