

# City of Providence Disciplinary Action Report FOR LOCAL UNION 1033

EMPLOYEE NAME		EMPLOYEE POSITION / CLASSIFICATION		DATE OF INFRACTION	
SUPERVISOR		DEPARTMENT			
<b>GROUNDS FOR DISCIPLINE</b> <input type="checkbox"/> TARDINESS <input type="checkbox"/> STEALING CITY PROPERTY <input type="checkbox"/> INTENTIONALLY DAMAGING CITY PROPERTY <input type="checkbox"/> UNAUTHORIZED ABSENCE <input type="checkbox"/> STRIKING A CO-WORKER <input type="checkbox"/> VIOLATION OF EMPLOYEE CODES OF CONDUCT OR ETHICS <input type="checkbox"/> EARLY DEPARTURE <input type="checkbox"/> INSUBORDINATION <input type="checkbox"/> POSSESSION OF WEAPONS ON THE JOB (WHEN SUCH POSSESSION IS NOT AN EXPRESS JOB REQUIREMENT) <input type="checkbox"/> CARELESS WORKMANSHIP <input type="checkbox"/> REFUSAL TO OBEY A LEGITIMATE ORDER OR INSTRUCTION <input type="checkbox"/> SAFETY VIOLATION(S) <input type="checkbox"/> HORSEPLAY <input type="checkbox"/> CONSUMING ALCOHOL, NON-PRESCRIPTION DRUGS OR ILLEGAL SUBSTANCES ON THE JOB, OR ARRIVING AT WORK UNDER THE INFLUENCE OF ALCOHOL, NON-PRESCRIPTION DRUGS OR ILLEGAL SUBSTANCES <input type="checkbox"/> ILLEGAL CONDUCT ON THE JOB <input type="checkbox"/> SWEARING <input type="checkbox"/> EXCESSIVE ABSENTEEISM <input type="checkbox"/> UNABLE TO PERFORM RESPONSIBILITIES OF POSITION <input type="checkbox"/> DISHONESTY <input type="checkbox"/> OTHER _____					
<b>SUPPORTING FACTS</b> (DESCRIBE IN DETAIL – ATTACH ADDENDUM IF MORE SPACE NEEDED)					
<input type="checkbox"/> LIST OF DOCUMENTS ATTACHED:					
<b>DISCIPLINE ADMINISTERED</b>		UNION STEWARD OR REPRESENTATIVE PRESENT:		YES	NO
<input type="checkbox"/> <b>ORAL WARNING GIVEN</b> (DEPARTMENT)		<input type="checkbox"/> SUPERVISOR'S SIGNATURE <input type="checkbox"/> COPY IN EMPLOYEE'S DEPARTMENT FILE <input type="checkbox"/> CC HR <input type="checkbox"/> CC UNION		IF NO, EMPLOYEE SIGNATURE	
<input type="checkbox"/> <b>WRITTEN WARNING GIVEN</b> (DEPARTMENT) <input type="checkbox"/> WRITTEN WARNING ATTACHED <input type="checkbox"/> THIS FORM CONSTITUTES WRITTEN WARNING		<input type="checkbox"/> SETS FORTH NATURE OF INFRACTION IN DETAIL <input type="checkbox"/> RECOMMENDATION AS TO NEXT STEP IN DISCIPLINARY PROCEDURE <input type="checkbox"/> DISCUSSED WITH EMPLOYEE & ORIGINAL GIVEN TO EMPLOYEE <input type="checkbox"/> DEPARTMENT HEAD'S SIGNATURE <input type="checkbox"/> COPY IN EMPLOYEE'S DEPARTMENT FILE <input type="checkbox"/> CC HR <input type="checkbox"/> CC UNION			
<input type="checkbox"/> <b>SUSPENSION</b> (HR WITH DEPARTMENT) <input type="checkbox"/> DISCIPLINARY LETTER ATTACHED		<input type="checkbox"/> DEPARTMENT DISCUSSED RECOMMENDATION OF SUSPENSION WITH HR <input type="checkbox"/> DISCIPLINARY LETTER OF SUSPENSION SENT TO EMPLOYEE (INCLUDING REASONS FOR SUSPENSION, DURATION OF SUSPENSION, AND NEXT STEP IN DISCIPLINARY PROCEDURE) <input type="checkbox"/> HR SIGNATURE <input type="checkbox"/> COPY IN EMPLOYEE'S DISCIPLINE (HR) FILE <input type="checkbox"/> CC DEPARTMENT <input type="checkbox"/> CC UNION			
<input type="checkbox"/> <b>DISCHARGE RECOMMENDATION</b> (HR)		<input type="checkbox"/> DEPARTMENT DISCUSSED RECOMMENDATION OF DISCHARGE WITH HR DIRECTOR <input type="checkbox"/> HR DISCUSSED RECOMMENDATION OF DISCHARGE WITH ADMINISTRATION <input type="checkbox"/> HR NOTIFIED EMPLOYEE OF PRE-TERMINATION HEARING <input type="checkbox"/> HR NOTIFIED EMPLOYEE OF DISCHARGE <input type="checkbox"/> COPY IN EMPLOYEE'S DISCIPLINE (HR) FILE <input type="checkbox"/> CC DEPARTMENT <input type="checkbox"/> CC UNION			
<input type="checkbox"/> <b>OTHER</b> (HR)		<input type="checkbox"/> LAST CHANCE AGREEMENT – EFFECTIVE DATES: _____ <input type="checkbox"/> CONTEST UNEMPLOYMENT <input type="checkbox"/> DO <b>NOT</b> CONTEST UNEMPLOYMENT <input type="checkbox"/> OTHER _____ <input type="checkbox"/> COPY IN EMPLOYEE'S DISCIPLINE (HR) FILE <input type="checkbox"/> CC DEPARTMENT <input type="checkbox"/> CC UNION			

SIGNATURE	PRINT NAME	TITLE	DATE
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