

KuspuK School District
Classified Disciplinary Action Form



Date: _____

Employee Name: _____ Site _____

Action: (select one)

1. _____ Informal Reprimand Summary (attach summary or fill in below)
2. _____ Formal Written Reprimand (attach summary or fill in below)
3. _____ Suspension
 - Dates of suspension from _____ to _____
4. _____ Reduction in Classification
 - Change in pay from _____ to _____
5. _____ Dismissal (attach summary or fill in below)

* The Informal Reprimand Summary shall NOT be placed in the employee's permanent personnel file, and it shall be destroyed in one year if there are no follow-up disciplinary actions taken within the year; Superintendent and Business Manager signatures are not required for Informal Reprimands

Comments: _____

Employee Comments: _____

Employee Signature Date Superintendent Signature Date

Supervisor Signature Date Business Manager Signature Date

Employee's signature does not indicate agreement but acknowledges awareness of this document. If the employee feels that this action is unfair or unjust, he/she should initiate action through the complaint process