



Policy and Procedures

File: GDQD-E-2

Discipline, Suspension and Dismissal of Classified Staff (Withholding of Service Record)

Name _____ Date _____

Work site _____ Time _____

Withholding of service action:

Employee reasons for withholding service:

Supervisor comments:

Employee statement:

Supervisor _____

Date _____

Witness _____

Date _____