

Discipline, Suspension and Dismissal of Classified Staff
(Classified Personnel Disciplinary Action Report)

Employee's name _____

Department _____ Position _____

List job performed _____

How was job performance unsatisfactory? _____

State policy or work rule _____

How was policy or rule violated? _____

Date and time of violation _____

Action taken _____

What penalty was assessed? _____

Reminder _____

Statement reviewed - this report has been discussed with my supervisor.

Signed (employee) Date

Signed (supervisor) Date

Signed (witness) Date

Employee statement _____

Pueblo School District No. 60, Pueblo, Colorado