



### Informal Personnel Action Review Form

NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

The type of disciplinary action I want to review is:

- Corrective Action Memo     Suspension without pay for 40 hours or less in a rolling 12 month period  
 Written reprimand

I received notice of the disciplinary action on this date:	The supervisor who issued the disciplinary action is:
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#### STEP ONE

REQUEST FOR REVIEW MUST BE SUBMITTED TEN (10) BUSINESS DAYS FROM THE DATE EMPLOYEE RECEIVES NOTICE OF THE DISCIPLINARY ACTION.

EMPLOYEE'S STATEMENT:

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\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

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DATE SUBMITTED TO SUPERVISOR

WITHIN FIVE (5) BUSINESS DAYS OF THE SUPERVISOR'S RECEIPT OF THE EMPLOYEE'S REQUEST FOR REVIEW, THE SUPERVISOR PROVIDES A WRITTEN RESPONSE TO THE EMPLOYEE.

SUPERVISOR'S WRITTEN RESPONSE:

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\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
DATE SUBMITTED TO EMPLOYEE

\*\*If the Department Head is the supervisor who issued the disciplinary action, then the informal review process ends at this step. The Department Head's decision is final.

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**STEP TWO**

THE EMPLOYEE MAY REQUEST THE REVIEW OF THE NEXT LEVEL MANAGER (if the procedure in Step One does not resolve the issue)

WITHIN FIVE (5) BUSINESS DAYS OF RECEIPT OF THE SUPERVISOR'S WRITTEN RESPONSE, EMPLOYEE MAY REQUEST REVIEW OF THE DISCIPLINARY ACTION WITH THE NEXT LEVEL MANAGER.

EMPLOYEE'S WRITTEN RESPONSE:

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EMPLOYEE'S SIGNATURE

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DATE SUBMITTED TO MANAGER

WITHIN FIVE (5) BUSINESS DAYS OF THE MANAGER'S RECEIPT OF THE EMPLOYEE'S WRITTEN RESPONSE, THE MANAGER PROVIDES A WRITTEN RESPONSE TO THE EMPLOYEE.

MANAGER'S WRITTEN RESPONSE:

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MANAGER'S SIGNATURE

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DATE SUBMITTED TO EMPLOYEE

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**STEP THREE**

THE EMPLOYEE MAY REQUEST THE REVIEW OF THE DEPARTMENT HEAD (if the procedure in Step Two does not resolve the issue)

WITHIN FIVE (5) BUSINESS DAYS OF RECEIPT OF THE MANAGER'S WRITTEN RESPONSE, EMPLOYEE MAY REQUEST REVIEW OF THE DISCIPLINARY ACTION WITH THE DEPARTMENT HEAD.

EMPLOYEE'S WRITTEN RESPONSE:

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EMPLOYEE'S SIGNATURE

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DATE SUBMITTED TO MANAGER

**CONTINUE STEP THREE**

WITHIN FIVE (5) BUSINESS DAYS OF THE DEPARTMENT HEAD'S RECEIPT OF THE EMPLOYEE'S WRITTEN RESPONSE, THE DEPARTMENT HEAD PROVIDES A WRITTEN RESPONSE TO EMPLOYEE.

DEPARTMENT HEAD'S WRITTEN RESPONSE:

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DEPARTMENT HEAD'S SIGNATURE

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DATE SUBMITTED TO EMPLOYEE

\*\*ALL DECISIONS OF THE DEPARTMENT HEAD PURSUANT TO PERSONNEL POLICIES AND PROCEDURES SECTION 5-8-5 ARE FINAL AND NOT APPEALABLE WITHIN ANY TOWN PROCESS.

Contact Information

Human Resources Director  
(520) 382-1920

Human Resources Deputy Director  
(520) 382-1922