

## **SECTION 806.02**

### **Reprimands**

Following the employee's counseling and/or Letter(s) of Counseling, further disciplinary action may be required if situations are not corrected. Certain actions, even if not chronic, may lead to an immediate reprimand.

All reprimands should be well documented to include the nature of the infraction(s), policy violated, prior counseling attempted (depending on the seriousness of the offense), and the recommended disciplinary action, if any, and any future disciplinary action, if cited deficiencies are not corrected. Employees receiving reprimands have the right to a complete review and explanation of the charges and supervisors are encouraged to use this document in a constructive manner. Reprimands are not subject to the formal grievance procedure.