

County of Gloucester  
Human Resources Manual

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<b>CHAPTER:</b>	<b>7 – CONDUCT AND PERFORMANCE</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>3 – DISCIPLINE</b>	<b>REVISED: 9/3/08</b>

**EXHIBIT U – Disciplinary Memorandum**

To: \_\_\_\_\_  
(Employee)

From: \_\_\_\_\_  
(Supervisor)

Today's Date:

Subject: \_\_\_\_\_  
(Disciplinary Issue)

Date of Occurrence: \_\_\_\_\_

Description of Disciplinary Issue: \_\_\_\_\_

After discussing the situation, you replied as follows: \_\_\_\_\_

Your plan of action to correct this problem is: \_\_\_\_\_

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Continued disciplinary problems are subject to progressive disciplinary action and include the following:

- Informal, private discussion with the Supervisor and/or Department Head
- Written Warning by the Department Head/Designee or the Human Resources Director
- Suspension without Pay
- Monetary Fine
- Termination of Employment

Beginning with the first occurrence, all disciplinary actions shall become part of your personnel file.

\_\_\_\_\_  
Employee

Date \_\_\_\_\_

\_\_\_\_\_  
Supervisor/Department Head/Human Resources Director    Date \_\_\_\_\_

Cc:    Freeholder Director  
       County Administrator