

NCS FORM 003
Employee Reprimand Record

Employee's Name: _____ Payroll Number: _____
Social Security Number: _____ Craft or Classification: _____
Length of Service: _____ Time in Present Position: _____ Date of Infraction: _____
Date of Reprimand: _____ Type of Reprimand: Verbal _____ Written _____

Reason for Reprimand (The following are brief statements of employee's actions, giving cause for this reprimand):

Corrective Action as a result of Reprimand (ie. Retraining, time off, etc.): _____

My signature hereupon does not necessarily signify my agreement with the above, but attests that I have read and understand the nature of this report. I understand that a copy of this reprimand will be attached to my employment file. A repetition of this offense or other similar offenses will result in further disciplinary action up to and including termination.

Employee's Comments: _____

Employee's Signature: _____ Date: _____ Employee Refused to Sign: Yes _____

On this _____ day of _____, 20____, a copy of this reprimand was given, explained and discussed with the above employee.

Said employee acknowledges that he/she understands fully the reason(s) it was given. Yes _____ No _____

Supervisor's Signature: _____ Date: _____

I am aware that this reprimand was given to an employee who I represent as the job steward (where applicable).

Steward's Signature: _____ Date: _____

Persons present when this reprimand was presented and discussed with employee:

Has the employee received other warnings or reprimands? Yes _____ No _____ If Yes, Verbal _____ Written _____

Date(s) of previous warnings or reprimands: _____

For what reasons: _____

This reprimand has been reviewed by the Project Manager or his designee.

Project Manager's Signature: _____ Date: _____