



Written Disciplinary Notices

When taking [disciplinary action](#), supervisors must provide employee(s) with a definite, clear, and concise written statement. Not only is this good communication, but it is also a legal requirement to meet the standard of due process. These notices are also written documentation for an employee's file.

Required Information in All Disciplinary Notices

- The wrongful act(s) the employee is alleged to have committed
- The work rule(s) which were violated.
- The date(s) and location(s) the employee is alleged to have committed such wrongful act and where it is alleged the wrongful act(s) took place
- The date of the pre-determination hearing and the names of all in attendance at the hearing.
- Any explanation given by the employee to justify the acts
- Employer response to the explanation given by the employee (if applicable)
- Relevant letters of instruction issued to the employee
- Previous wrongful acts the employee committed and any disciplinary action imposed (if applicable)
- A description of the impact of the misconduct on operations.
- What actions the employee must take in order to avoid future disciplinary action
- The specific penalty that is being imposed
- A statement informing the employee that "future violations of City of Madison or department work rules may result in further disciplinary action up to and including suspension or termination."

Required Separate Memo Offering Employee Assistance Program

[APM 2-12](#) requires that supervisors offer employees the City's Employee Assistance Program when taking disciplinary action. This should be repeated at each stage of the progressive discipline process. The APM outlines the procedure for offering assistance in a separate memo.

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Sample Disciplinary Memo

DATE: May 4, 2022
TO: Employee
FROM: Supervisor
SUBJECT: **Written Warning**

A pre-determination hearing was held on Saturday, February 17, 2018 to address issues with your performance related to attendance. At the pre-determination hearing, we addressed issues related to scheduling and timekeeping including instances when you were late for work or did not provide the necessary notice of your need for an absence.

As you know, attendance is critical to our success at our Agency, and not doing so has a real impact on our service to the community. You attending to these issues will go a long way toward ensuring we are successful as a team in meeting their expectations.

Because this has been a repeated issue, even after we have spoken to you about correcting it, we are issuing this written warning so that you understand the importance of correcting the problem. To ensure orderly and efficient operations and to provide the best possible work environment, the City of Madison requires employees to follow rules of conduct that will protect the interests and safety of all clients, co-workers, and members of the public. It is essential that all City of Madison employees follow work rules and report to work at the scheduled time.

While we appreciate your indication that you will work hard to correct this issue, please be advised that future violations of the attendance policy may lead to further disciplinary action, up to and including suspension or termination.

Finally, during the pre-determination hearing, your story related to your whereabouts and the reason you were late shifted. I want to remind you that honesty in reporting is an expectation, and dishonesty in investigations, pre-determination hearings, or in any aspect of your job is prohibited. Further incidents of dishonesty may result in more serious disciplinary action.

Cc: Employee and Labor Relations