



STATECIVILSERVICE

JOB AIDS AND RESOURCES
Template – Proposed Discipline
(Assumes hand delivery)

September 6, 2012

Dear Employee:

I propose to take disciplinary action against you up to and including dismissal for refusing to comply with our smoking policy. Department Policy No. 1990-S-123 prohibits smoking "anywhere in the Main Office Building, including the elevators, rest rooms, employee lounge, maintenance rooms, and broom closets." Department Policy No. 1990-S-124 permits smoking in the Smoke Break Room located in Building A and outside.

On August 22, 2013, at 3:00 p.m., Pat Supervisor discovered you smoking in Elevator #2 in the Main Office Building. Supervisor reminded you that the department smoking policy prohibited smoking anywhere in the building and that any further violation of the policy would result in disciplinary action. Nonetheless, on September 4, 2013, Terry Manager found you and Co-Worker at 10:15 a.m., smoking in the maintenance room on the fourth floor. On September 5, 2013, at 2:30 p.m., Manager smelled smoke on the third floor, entered the broom closet, found it filled with smoke, and found you hastily putting out a cigar on the floor. To support these allegations, I have statements from Supervisor, and Manager, and Co-Worker.

You have the right to respond, in writing, to this proposed action and to explain why I should not discipline you. Your response is due by 4:00 p.m., on _____, 2013, and may be mailed to _____, faxed to _____, or emailed to _____. After I have considered your response, I will advise you in writing what action I will take, if any.

Sincerely,

Appointing Authority



Hand delivered to employee on _____, 20____, at _____ .m.

Deliverer's signature

Employee's signature