



TO: Employee, Position Title

FROM: Name, Appointing Authority (This is typically the Department Head)

DATE: (Date)

SUBJECT: Written Notice of Proposed Disciplinary Action and Notice of Pre-Disciplinary Meeting

SAMPLE - NOTICE OF PRE-DISCIPLINARY MEETING - PROPOSED DISCIPLINARY ACTION

Keep in mind that this is just a sample and your Human Resources Representative can assist you with tailoring the document to fit your situation. This memorandum must be reviewed and approved by a representative from Human Resources and from the City and County Attorney's office before it is presented to the employee.

Notice of Pre-Disciplinary Meeting

A pre-disciplinary meeting to review violations to the Personnel Merit System relating to your performance as an _____ has been scheduled for _____ at _____ in the _____ conference room located at 1 DesCombes Drive. In accordance with the Personnel Merit System at Section 2-14-200 of the Broomfield Municipal Code, you will have the opportunity to be heard and to respond to the reasons for the recommended disciplinary action to be taken.

It is recommended that you be **terminated (or suspended without pay for _____ hours/days)** from your position for violating the following section of the Personnel Merit System of the Broomfield Municipal Code:

Section 2-14-160 (A) Failure to perform adequately the duties of the job.

Background

On December 13, 20XX, I counseled you regarding unsatisfactory work performance. Specific job standards and expectations were attached to your interim performance evaluation dated November 1, 20XX. You were directed to complete the duties as outlined on the attached schedule and to pay close attention to the maintenance concerns noted by the employees located in the building.

On January 12, 20XX, your performance had not improved to satisfactory levels. You were advised that:

- Trash not being removed on a daily basis
- Conference tables have not been wiped down and dried on a daily basis
- Rest rooms are not clean and supplies have not been re-filled.

You were placed on a Performance Improvement Plan through a Corrective Action on January 12, 20XX. You were given thirty days to improve your performance to a satisfactory level. You were expected to satisfactorily perform the following duties:

- Daily - Empty the trash receptacles at the end of the day.
- Daily - Clean and disinfect all conference tables.
- Daily - Clean and disinfect all restrooms. Re-stock paper supplies.
- Daily - Vacuum all common areas. Mop all tile floors.
- Weekly - Dust mini blinds.
- Weekly - Dust all furniture and fixtures.
- Weekly - Vacuum all offices.

Further, I advised you that I would be checking your progress and would provide feedback to you on a weekly basis. You were also advised that I would be asking for feedback from the employees in the building to ensure that you were meeting their expectations.

Reason for Proposed Disciplinary Action

You and I met each week on January 19th, January 26th, February 2nd and February 9, 20XX. At each meeting I advised you that expectations were not being met and employee complaints have not subsided. The daily and weekly duties were not completed in a consistent manner as evidenced by: [Fill-in the details].

You were advised that continued violations of the Personnel Merit System would result in disciplinary action, up to and including termination.

You will have the opportunity to be heard and respond to the reason or reasons for the proposed disciplinary action as set forth in the Notice of Reasons for Proposed Disciplinary Actions above at this pre-disciplinary meeting. Your attorney or other representative may attend and represent you, if you so desire.

Should questions arise regarding this process, please contact Candra Monte, Deputy Director of Human Resources, at (303) 464-5889.

ACKNOWLEDGEMENT OF RECEIPT:

Employee Signature

Date

Distribution - Original: Personnel File
Copy: Employee
Supervisor