



FORM A

**CITY OF PETERSBURG
DISCIPLINARY ACTION REPORT
OFFICIAL REPRIMAND**

On or about _____, _____

(Use reverse side or attach additional sheets if needed)

Therefore, in accordance with the Personnel Policy, _____

presently working in the _____ is
hereby officially reprimanded.

This action is taken for the following reason:

- Violated City Personnel policy Group ____# ____ concerning _____

- (Other) _____

If you wish to appeal the disciplinary action, you are required to follow the guidelines set forth in the Personnel Policies and Procedures, Article VII, Rules, Section 7.8 - Grievance Procedures.

I have read the above statement and understand the stated reason for this disciplinary action.

(Employee) (Date) (Immediate Supervisor) (Date)

(Department/Division/Office Head)

cc: Employee
Human Resources Department

(Refer to Section _____, Personnel Administrative Manual)

FORM # 1400-A