



## CAMERON COUNTY CIVIL SERVICE COMMISSION

### DOCUMENTATION OF PROPOSED THIRD LEVEL DISCIPLINE

(This form is to be used for documenting a department head's proposed discipline for major offenses or a continuation of minor offenses which were not corrected in the 1<sup>st</sup> or 2<sup>nd</sup> levels of discipline, or which are so severe that this level is appropriate; this level of discipline is appealable to the Civil Service Commission)

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Position: \_\_\_\_\_

\_\_\_\_\_ See "Documentation of Second Level Discipline" (attach copies)

\_\_\_\_\_ First and second level discipline was not administered, but the severity of the offense is so serious that this level of discipline is appropriate

Reason for the discipline (state the policy that has been violated and/or the employee's conduct/behavior that has been inappropriate):



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### DOCUMENTATION OF PROPOSED THIRD LEVEL DISCIPLINE (CONTINUED)

**The following action is recommended; however, no official action will be taken until after the employee responds or is given the opportunity (24 hours) to respond. If, after receiving the responses, the decision is made to continue with the disciplinary action, the employee has the right to appeal the action.**

\_\_\_\_\_ day's suspension (3 to 15 days)

\_\_\_\_\_ demotion to \_\_\_\_\_ at \_\_\_\_\_ hourly/bi-weekly

\_\_\_\_\_ discharge

State the future conduct or performance that is expected [if not discharged]:

\_\_\_\_\_ The same as stated in "Documentation of Second Level Discipline" or \_\_\_\_\_ other

**Employee response: Your response must be received by the elected official/department head within 24 hours of the time you receive a copy of this form or the recommended disciplinary action will be final. You may do so by submitting an email to the department head or providing a response in writing.**

\_\_\_\_\_  
Department Head or Designee

\_\_\_\_\_  
Employee's Signature

**The department head, or designee, and the employee must sign the form to account for distribution and receipt. By signing this form, the employee is not admitting to the factual allegations or the recommended discipline but only acknowledging receipt of the document.**

Cc: Elected Official/Department Head (original)  
Director of Human Resources/Civil Service Director  
Supervisor  
Employee