



ADMINISTRATIVE OFFICE OF THE COURTS

DISCIPLINARY ACTION FORM

ORAL or WRITTEN REPRIMAND

Ref: NMJBPR Part 1, Section 9; Inquires 827-4937; Dev: 12/1/11

1. PURPOSE

An oral or written reprimand is part of the progressive discipline process. The purpose of a documented oral reprimand or a written reprimand is to provide the employee with specific information regarding areas of improvement associated with their work performance and/or behavior which is inconsistent with expectations; and to provide a plan for improvement and results expected.

2. DEFINITIONS

- A. **Disciplinary Action** - A constructive action designed to correct an employee's performance and/or behavior that is below acceptable standards.
- B. **Just Cause** – Reference the examples of just cause in NMJBPR, Part I.
- C. **Oral Reprimand** – A warning delivered verbally and where its occurrence is documented in writing.

Please complete sections 3 – 5 thoroughly. This document will expand as you write.

3. Check one: ORAL REPRIMAND ☐ WRITTEN REPRIMAND ☐

Judicial Entity:	
Employee Name:	Date Served:
Serving Supervisor's Name:	
Witnesses to Service (if any):	
Attachments (if any):	

4. Reason the employee's performance is inconsistent with expectations (Attachments may be referenced.):

5. Describe the plan of action and results timetable:



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NMBPR Section 9.04 – Non-Grievable Disciplinary Action - Oral and written reprimands shall be placed in the employee's personnel file and are not grievable under NMJBPR Section 10, Grievance. An employee has the right to respond in writing within five (5) business days from service of the reprimand.

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT

Signature does not indicate agreement with the reprimand, rather that it was received.

Signature: _____ Date: _____

Serving Supervisor Signature: _____ Date: _____

Serving Witness Signature: _____ Date: _____

cc: Employee Personnel File; Court Manager and/or Division Director