

APPENDIX A: ADMINISTRATIVE FORMS

(A) *Employee Acknowledgment Form.*

The Town of Ellettsville Personnel Policy Handbook describes important information about employment with the town and I understand that I should consult the Town of Ellettsville regarding any question(s) not answered in the Personnel Policy Handbook.

Since the information, policies and benefits described herein are necessarily subject to change, I acknowledge that revisions to the Personnel Policy Handbook may occur. All such changes will be communicated through official notices and I understand that revised information may supersede, modify or eliminate existing policies.

I understand the descriptive materials contained in the Personnel Policy Handbook are only summaries. Any discrepancies between these summaries and the terms of the actual plans will be governed by the terms of the underlying, more detailed policies and procedures. Any questions regarding summaries, their underlying policies and procedures and any discrepancies between them should be directed through my supervisor to the Town Council.

I acknowledge that the Personnel Policy Handbook is not a contract of employment.

I have had an opportunity to review the Personnel Policy Handbook and I understand that it is my responsibility to read and comply with the policies contained in the Personnel Policy Handbook and any subsequent revisions.

Employee's Signature

Date

Employee's Name (typed or printed)

Department / Office

(B) Form of report of disciplinary action.

Report of Disciplinary Action

Employee's Name	Date Form Prepared
Date of Rule Violation	Date of Discipline Administered

The above-mentioned employee is being formally disciplined for the following rule violation (description of offense included):

(Use back of form or additional sheet if further space is required.)

The employee's official records show that this is the _____ formal disciplinary action given for violation of the Work Rules of the town.

This is notice that the following disciplinary action has been issued:

Formal Verbal Reprimand _____	Suspension Date: _____
Written Warning _____	_____
One-Day Suspension _____	
Five-Day Suspension _____	Date to Return to Work: _____
Dismissal _____	_____

Further violation of the Work Rules will be cause for:

Written Warning _____	_____
One-Day Suspension _____	_____
Five-Day Suspension _____	_____
Dismissal _____	_____

Signed:

Name of Immediate Supervisor	Job Title
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I have reviewed and am familiar with the Work Rules of the town. I am also aware of the proper procedures to appeal this action.

Employee's Signature	Job Title
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Please note that this signature does not represent an admission of guilt, but merely indicates that the employee has been notified of this disciplinary action.

If employee refuses to sign: _____

Signature of Witness

(1985 Code, § 255-95) (Ord. 89-17, passed 12-30-1989)

(C) *Notice of suspension, demotion, or dismissal for paid police or paid fire personnel.*

Date _____

Notice

Name of Personnel: _____

You are notified that you may be (suspended for more than five days, demoted, or dismissed) commencing on the _____ day of _____, 20_____. (Note: this day must be at least five days from the date of this notice.) You may request a hearing before the Council makes its final decision provided such request is given to the Town Clerk on or before five days from the date of this notice. Upon receipt of such request, any action on your employment status will be deferred until after the hearing.
(1985 Code, § 255-101) (Ord. 95-20, passed 1-8-1996; Am. Ord. 97-01, passed 1-10-1997)