



AFSCME CORRECTIVE ACTION REMOVAL FORM

Date: _____

To: Wendy Davis, Associate Vice President and Chief Human Resources Officer
Human Resources & Talent Development
Appointing Authority

From: _____

Print Name

I am requesting that the corrective action(s) identified below be removed from my Human Resources file. The contract provisions are the following and I attest that the corrective action(s) identified below meet this criteria:

- 8.7 After twelve (12) months, corrective action records which have resulted in coaching, Level 1 oral/written warning or Level 2 written warning shall be disregarded in subsequent corrective action. Upon written request by the employee, level 1 and level 2 records shall be removed from the employee's personnel file after twelve (12) months. All records of corrective action (except for coaching) shall be maintained only in the Human Resources Department.
- 8.8 Corrective action records which have resulted in a Level 3 Pre-Discharge/Written Warning (with or without an unpaid suspension option) shall be disregarded in subsequent corrective action or in considering the employee for promotion, transfer or voluntary demotion after twenty-four (24) months, provided there have been no subsequent suspensions in the intervening period. Upon written request by the employee, these records shall be removed from the employee's personnel file after twenty-four (24) months, provided there have been no subsequent suspensions in the intervening period.

| Date of Corrective Action | Level of Corrective Action |
|---------------------------|----------------------------|
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Employee Signature