MEMBER INCIDENT/DISCIPLINARY REPORT

Member’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Meeting \_\_\_\_\_\_\_\_\_\_\_

Disciplinary \_\_\_\_ yes \_\_\_no Informal/ Verbal reprimand \_\_yes \_\_\_no

If disciplinary was written notice given? \_\_\_\_\_\_\_\_ yes \_\_\_\_\_\_\_ no

Names of all present at meeting including administration. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give a detailed and accurate account of the meeting discussion, including nature of the allegation, questions asked and if there was resolution the nature of the resolution. Please have member review the notes and sign if they are in agreement to the account. If this is a potential grievance please be conscious of the time. The magic number is 30 days for the formal written grievance to be given to proper recipient. Attach copies of any and all relevant documentation.