

**CAPE MAY COUNTY  
NOTICE OF MINOR DISCIPLINARY ACTION**

This notice shall serve as a final notice of minor disciplinary action for employees of Cape May County. The notice must be completed in full. A copy of this notice must be provided to Human Resources & Training and be served on the employee by personal service or by certified or registered mail.

Employee Name:

Title:

Department:

A fact finding was held on

Employee waived the fact finding

- Sustained Charges:
- Incompetency, inefficiency or failure to perform duties;
  - Insubordination;
  - Inability to perform duties;
  - Chronic or excessive absenteeism or lateness;
  - Conviction of a crime
  - Conduct unbecoming a public employee
  - Neglect of duty;
  - Misuse of public property;
  - Discrimination and/or harassment;
  - Violation of County residency requirement; and/or
  - Other sufficient cause

The following disciplinary action has been taken against you:

- Oral Warning
- Written Warning
- Written Reprimand
- Suspension for \_\_\_\_\_ days
- Other

Comments:

Employee: \_\_\_\_\_  Refused to sign      Date:

Union Representative \_\_\_\_\_      Date:

Department Head/Supervisor: \_\_\_\_\_      Date: