

**COLLECTIVE BARGAINING AGREEMENT-BASED EMPLOYEE REQUEST
TO REMOVE LETTER OF DISCIPLINE FROM OFFICIAL BHR PERSONNEL FILE**

Employee instructions: Complete top part of form, then submit to your Human Resources Business Partner. If requesting removal of multiple documents, use multiple forms.

I, _____ request to have the **Oral** **Written**
Employee's name (please print) **Reprimand** or **Reprimand**
Check Document Type Above

dated _____ removed from my personnel file.
Date

Employee's Signature

Date

BHR USE ONLY BELOW THIS LINE

- The discipline at issue is attached.
- HRBP has reviewed this request and discussed it with these supervisors/managers:
 - The employee has taken corrective action regarding issue(s) addressed in discipline letter.
 - The employee has received no other disciplinary actions.
 - The employee has no investigatory/disciplinary actions pending.
- HRBP recommends removal of the discipline, or HRBP does *not* recommend removal at this time.

HRBP comments:

HR Business Partner Signature

Date

Labor Relations Signature

Date

Approved Denied

Administrative steps after decision

- BHR Personnel File Administrator:
- Remove letter from official BHR personnel file (if applicable)
- ER Analyst:
- Notify HRBP of decision
 - Update discipline database
- HR Business Partner:
- Notify employee and supervisor of decision
 - Ask bureau to remove letter from bureau file (if applicable)
 - File removal packet in BHR investigative file (if applicable)

Signatures

Personnel File Administrator Signature

ER Analyst Signature

HR Business Partner Signature