

Prepared by: Sergeant Martin

Ordered by: Chief Nolan

Name and Title: Sergeant


Name and title of Chief:

Signature:

Signature of Chief:

Date:

Date:

	Village of Oxford Police Department OPERATING PROCEDURE	Number 12.02
	Subject EMPLOYEE DISCIPLINARY FORM	Effective Date 12 December 2010
	Revised	Page 1 of 1

DISCIPLINARY WARNING

(For internal use only)

Date of warning: Employee: Edward Ulfik 900 Title: Police Officer

Department: POLICE

Policy Violated: 102.6d Of 10.2 Operating Procedure Supervisor Name: Richard Nolan

State Facts Regarding Warning:

1. State why alleged acts violate Police Policy: POLICY 10.2 IN OPERATING PROCEDURES PERSONELL/PAYROLL 102.6 SUB D&F (D) STATES "IT WILL BE CONSIDERED EXCESSIVE ABSENCE AND DISIPLINARY ACTION WARRANTED FOR ANY EMPLOYEE OF THE OXFORD POLICE DEPARTMENT WHEN THE EMPLOYEE MISSES TWO ABCSNCES WITHIN A MONTH OR 2 CONSECUTIVE DAYS OF WORK MISSED WITHOUT A DOCTOR'S NOTE. IT WILL ALSO BE CONSIDERED EXCESSIVE ABSENCE FOR ANY EMPLOYEE WHO MISSES MORE THAN 6 DAYS IN ANY 6-MONTH PERIOD WITHOUT EXPRESS AUTHORIZATION FROM THE CHIEF. IN HIS ABSENCE THEN THE SR. OFFICER MAY GRANT AN EXCUSED ABSENCE

OFFICER ULFIK HAS CALLED IN NUMEROUS TIMES, THE FOLLOWING IS A CHRONOLOGICAL LISTING OF ABCSNCES IN 2011, THIS DOES NOT INCLUDE 11 VACATION DAYS:
 FEBRUARY 22 & 28
 MARCH 14 & 28
 APRIL 4, 19, 25 & 26
 MAY 30
 JUNE 8, 20 & 30
 JULY 18, 19, 20 & 29
 AUGUST 15 & 16
 OCTOBER 17
 NOVEMBER 7

23
Req Days off


2. State whether or not the employee ever received a warning regarding this or prior incidents (if in writing attach a copy) THIS IS THE FIRST NOTICE PROVIDED, VERBAL NOTICES HAVE BEEN GIVEN BY CHIEF NOLAN OVER 20 TIMES
3. Has the incident been discussed with the employee? THIS HAS BEEN DISCUSSED WITH THE EMPLOYEE.
4. If so State employee's reaction. EMPLOYEE STATED THAT HE HAS HAD MANY PHYSICAL AND WELLNESS ISSUES.
5. State conclusion (consequences of incident and steps to be taken to correct the problem). VERBAL NOTICE PROVIDED AND WRITTEN NOTICE GIVEN, OFFICER NEEDS TO IMPROVE HIS ABSENTEISM.
6. Final comments. VERBAL WARNING WERE GIVEN EACH TIME THE OFFICER WAS ABSENT.

Prepared by: Chief Nolan

Name and title of Chief:

Signature of Chief:

Date:

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DISCIPLINARY WARNING

(For internal use only)

Date of warning: Employee: Edward Ulfik 900 Title: Police Officer

Department: POLICE

Policy Violated: 102.6d Of 10.2 Operating Procedure Supervisor Name: Richard Nolan

State Facts Regarding Warning:

1. State why alleged acts violate Police Policy: POLICY 10.2 IN OPERATING PROCEDURES PERSONELL/PAYROLL 102.6 SUB D&F (D) STATES "IT WILL BE CONSIDERED EXCESSIVE ABSENCE AND DISIPLINARY ACTION WARRANTED FOR ANY EMPLOYEE OF THE OXFORD POLICE DEPARTMENT WHEN THE EMPLOYEE MISSES TWO ABCSNCES WITHIN A MONTH OR 2 CONSECUTIVE DAYS OF WORK MISSED WITHOUT A DOCTOR'S NOTE. IT WILL ALSO BE CONSIDERED EXCESSIVE ABSENCE FOR ANY EMPLOYEE WHO MISSES MORE THAN 6 DAYS IN ANY 6-MONTH PERIOD WITHOUT EXPRESS AUTHORIZATION FROM THE CHIEF. IN HIS ABSENCE THEN THE SR. OFFICER MAY GRANT AN EXCUSED ABSENCE

OFFICER ULFIK HAS CALLED IN NUMEROUS TIMES IN THE MONTH OF APRIL ON THE FOLLOWING DAYS: THIS DOES NOT INCLUDE THE 11 VACATION DAYS:

APRIL 4TH, 19TH, 25TH & 26TH.

2. State whether or not the employee ever received a warning regarding this or prior incidents (if in writing attach a copy) THIS IS THE FIRST NOTICE PROVIDED, VERBAL NOTICES HAVE BEEN GIVEN BY CHIEF NOLAN OVER 20 TIMES
3. Has the incident been discussed with the employee? THIS HAS BEEN DISCUSSED WITH THE EMPLOYEE.
4. If so State employee's reaction. EMPLOYEE STATED THAT HE HAD MANY PHYSICAL AND WELLNESS ISSUES.
5. State conclusion (consequences of incident and steps to be taken to correct the problem). VERBAL NOTICE EXPLAINED AND WRITTEN NOTICE GIVEN, OFFICER NEEDS TO IMPROVE HIS ABSENTEISM.
6. Final comments. VERBAL WARNING WERE GIVEN EACH TIME THE OFFICER WAS ABSENT AND NON-OFFICIAL WRITTEN WARNINGS.


Prepared by: Chief Nolan

Name and title of Chief:



Signature of Employee:

Date 1/12/12

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DISCIPLINARY WARNING

(For internal use only)

Date of warning: Employee: Edward Ulfik 900 Title: Police Officer

Department: POLICE

Policy Violated: 102.6d Of 10.2 Operating Procedure Supervisor Name: Richard Nolan

State Facts Regarding Warning:

1. State why alleged acts violate Police Policy: POLICY 10.2 IN OPERATING PROCEDURES PERSONELL/PAYROLL 102.6 SUB D&F (D) STATES "IT WILL BE CONSIDERED EXCESSIVE ABSENCE AND DISIPLINARY ACTION WARRANTED FOR ANY EMPLOYEE OF THE OXFORD POLICE DEPARTMENT WHEN THE EMPLOYEE MISSES TWO ABCENCES WITHIN A MONTH OR 2 CONSECUTIVE DAYS OF WORK MISSED WITHOUT A DOCTOR'S NOTE. IT WILL ALSO BE CONSIDERED EXCESSIVE ABSENCE FOR ANY EMPLOYEE WHO MISSES MORE THAN 6 DAYS IN ANY 6-MONTH PERIOD WITHOUT EXPRESS AUTHORIZATION FROM THE CHIEF. IN HIS ABSENCE THEN THE SR. OFFICER MAY GRANT AN EXCUSED ABSENCE

OFFICER ULFIK HAS CALLED IN NUMEROUS TIMES IN THE MONTH OF JUNE ON THE FOLLOWING DAYS: THIS DOES NOT INCLUDE THE 11 VACATION DAYS:

JUNE 8TH, 20TH, 30TH

2. State whether or not the employee ever received a warning regarding this or prior incidents (if in writing attach a copy) THIS IS THE SECOND NOTICE PROVIDED, VERBAL NOTICES HAVE BEEN GIVEN BY CHIEF NOLAN OVER 20 TIMES
3. Has the incident been discussed with the employee? THIS HAS BEEN DISCUSSED WITH THE EMPLOYEE.
4. If so State employee's reaction. EMPLOYEE STATED THAT HE HAD MANY PHYSICAL AND WELLNESS ISSUES.
5. State conclusion (consequences of incident and steps to be taken to correct the problem). VERBAL NOTICE EXPLAINED AND WRITTEN NOTICE GIVEN, OFFICER NEEDS TO IMPROVE HIS ABSENTEISM.
6. Final comments. VERBAL WARNING WERE GIVEN EACH TIME THE OFFICER WAS ABSENT AND NON-OFFICIAL WRITTEN WARNINGS.


Prepared by: Chief Nolan

Name and title of Chief:

Signature of Employee:



Date 1/12/12

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DISCIPLINARY WARNING

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Date of warning: 1/12/12 Employee: Edward Ulfik 900 Title: Police Officer

Department: POLICE

Policy Violated: 10.2.5 Sub A & 10.2.6 Sub A Operating Procedure Supervisor Name: Richard Nolan

State Facts Regarding Warning:

1. State why alleged acts violate Police Policy: POLICY 10.2 IN OPERATING PROCEDURES PERSONELL/PAYROLL 102.5 SUB (A) STATES "OFFICERS WILL WORK THE DATE AND SCHEDULED TIMES AS POSTED" POLICY 10.2.6 VIOLATIONS SUB (A) STATES "OFFICERS NOT WORKING THE POSTED SCHEDULE MAY BE VERBALLY REPRIMANDED ABOUT THE DELINQUENCY OR EXCESSIVE ABSENCE, WRITTEN WARNING MAY ALSO BE GIVEN.

OFFICER ULFIK WAS LATE JANUARY 2ND 2011 REPORTING TO WORK AT 10:25PM AND WAS SCHEDULED AT 10:00PM.

2. State whether or not the employee ever received a warning regarding this or prior incidents (if in writing attach a copy) THIS IS THE FIRST WRITTEN NOTICE, VERBAL NOTICES HAVE BEEN GIVEN BY CHIEF NOLAN OVER 10 PLUS TIMES.
3. Has the incident been discussed with the employee? THIS HAS BEEN DISCUSSED WITH THE EMPLOYEE.
4. If so State employee's reaction. N/A
5. State conclusion (consequences of incident and steps to be taken to correct the problem). VERBAL NOTICE PROVIDED AND WRITTEN NOTICE GIVEN, OFFICER NEEDS TO IMPROVE HIS PUNCTUALITY AT THE BEGINING AND END OF HIS SHIFT.
6. Final comments. VERBAL WARNINGS HAD LITTLE EFFECT, OFFICER IMPROVES IMMEDIATELY AFTER THE WARNING THEN GOES BACK TO THE SAME PATTERN. WORK ASSIGNMENTS LEFT BY THE CHIEF, MUST BE COMPLETED WITHOUT FAIL.


Prepared by: Chief Nolan

Chief Rich Nolan

Signature of Employee:

Signature of Chief:

Date: 1/12/12

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Date of warning: Employee: Edward Ulfik 900 Title: Police Officer

Department: POLICE

Policy Violated: 102.6d Of 10.2 Operating Procedure Supervisor Name: Richard Nolan

State Facts Regarding Warning:

1. State why alleged acts violate Police Policy: POLICY 10.2 IN OPERATING PROCEDURES PERSONELL/PAYROLL 102.6 SUB D&F (D) STATES "IT WILL BE CONSIDERED EXCESSIVE ABSENCE AND DISIPLINARY ACTION WARRANTED FOR ANY EMPLOYEE OF THE OXFORD POLICE DEPARTMENT WHEN THE EMPLOYEE MISSES TWO ABCSCENCES WITHIN A MONTH OR 2 CONSECUTIVE DAYS OF WORK MISSED WITHOUT A DOCTOR'S NOTE. IT WILL ALSO BE CONSIDERED EXCESSIVE ABSENCE FOR ANY EMPLOYEE WHO MISSES MORE THAN 6 DAYS IN ANY 6-MONTH PERIOD WITHOUT EXPRESS AUTHORIZATION FROM THE CHIEF. IN HIS ABSENCE THEN THE SR. OFFICER MAY GRANT AN EXCUSED ABSENCE

OFFICER ULFIK HAS CALLED IN NUMEROUS TIMES IN THE MONTH OF JULY ON THE FOLLOWING DAYS: THIS DOES NOT INCLUDE THE 11 VACATION DAYS OR 23 REQUESTED DAYS OFF.

JULY 18TH, 19TH, 20TH & 29TH

2. State whether or not the employee ever received a warning regarding this or prior incidents (if in writing attach a copy) THIS IS THE THIRD NOTICE PROVIDED, VERBAL NOTICES HAVE BEEN GIVEN BY CHIEF NOLAN OVER 20 TIMES
3. Has the incident been discussed with the employee? THIS HAS BEEN DISCUSSED WITH THE EMPLOYEE.
4. If so State employee's reaction. EMPLOYEE STATED THAT HE HAD MANY PHYSICAL AND WELLNESS ISSUES.
5. State conclusion (consequences of incident and steps to be taken to correct the problem). VERBAL NOTICE EXPLAINED AND WRITTEN NOTICE GIVEN, OFFICER NEEDS TO IMPROVE HIS ABSENTEISM.
6. Final comments. VERBAL WARNING WERE GIVEN EACH TIME THE OFFICER WAS ABSENT AND NON-OFFICIAL WRITTEN WARNINGS.

Prepared by: Chief Nolan

Name and title of Chief:

Signature of Employee:

Chief Nolan

Date 1/12/12