

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

I, _____ request to have the _____
Employee's name (please print) Description of document
 dated _____ removed from my personnel file.
Date

NOTE: one document per request form. If requesting removal of multiple documents, use multiple forms.

Employee's Signature Date

I have reviewed this request. The employee has taken corrective action and has received no other disciplinary actions. The following items are attached for your review:

- Summary of disciplinary history
 - Copy of discipline at issue
 - Brief statement of facts surrounding discipline at issue
 - Brief statement regarding corrective action and current performance
- Approved Denied

Statements must be written by bureau or HRBP
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Supervisor name (please print) Supervisor signature Date

I have reviewed this request. Approved Denied

Manager name (please print) Manager signature Date

I have reviewed this request. Approved Denied

Bureau Director or Designee (please print) Bureau Director or Designee signature Date

Approved Denied **BHR USE ONLY**

Labor Relations Manager Date

Disciplinary letter removed from BHR personnel file as requested.

Human Resources/Employee Records Date

- HR Business Partner notified. Date: _____ (remove copies from bureau files)
- Labor Relations database updated. Date: _____