



Disciplinary Action Form

Employee: Joel Vettel

Date: December 28, 2018

Department: Administration

Job Title: Executive Director

Steps:

☐ Informal Warning ☒ Formal Warning ☐ Final Warning ☐ Termination

Statement of the problem: (violation of rules, standards, practices or unsatisfactory performance.)

The board became aware of Joel approving an excessive amount of vacation leave for prizes at the benefit fair on October 25, 2018. Upon asking about this, Joel admitted that he agreed to the leave for 2017 but said that only approximately 2-5% of the employees received the leave. After further review, it was discovered that 27 employees received 170 hours of leave in 2017 and 67 employees would have received 334 hours of leave in 2018. The commissioners discovered this in time so the 2018 leave wasn't awarded.

Prior discussion or warnings on this subject: (oral, written, dates.)

No

Summary of corrective action to be taken: (Include dates for improvement and plans for follow-up.)

Joel agrees that he shouldn't have approved this and has discontinued the practice.

Consequences of failure to improve performance or correct behavior:

Disciplinary action according to policy manual.

Employee Name Joel Vettel

Date _____

Employee Signature

X

Date

12-31-18

Supervisor Name Rusty Papachek

Date _____

Supervisor Signature

X

Date

12/31/18

Distribution: One copy to Employee, one copy to Supervisor and original copy to Human Resources.