

**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
--

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: _____