

ATTACHMENT 1

SAMPLE OFFER OF ALTERNATIVE DISCIPLINE

MEMORANDUM

TO: [Employee's Name]
[Employee's Title]

FROM: [Supervisor's Name]
[Supervisor's Title]

SUBJECT: Offer of Alternative Discipline

This is to advise that I am contemplating taking a traditional disciplinary action of a **[insert action, e.g., one calendar day suspension]** against you for **[insert violation(s) here. Be as descriptive as necessary]**.

Your misconduct was in violation of **[cite the law, rule, regulation, policy or procedure that was violated]**.

I am giving you the option of requesting an alternative form of discipline in lieu of the **[insert action, e.g., one calendar day suspension]**. If you would like to request a meeting to discuss an alternative form of discipline, you must contact me in writing (hardcopy or e-mail) within five (5) workdays of your receipt of this memorandum.

[For a bargaining unit employee state: The meeting will also include your Union representative, if requested, and any other Bureau representative deemed necessary. Your Union representative can assist you in formulating appropriate alternatives to the traditional discipline referenced above.]

If an alternative form of discipline is agreed upon, it will be reduced to writing. If we are unable to agree on an appropriate alternative discipline, I will proceed with the traditional discipline.

For further guidance on alternative discipline, please refer to the USGS Guide to Alternative Discipline, which may be accessed via the USGS intranet.

[For a bargaining unit employee state: At your option, you may furnish a copy of this memorandum to your Union representative.]

Employee Acknowledgement of Receipt

Date