

RIGHT/WRONG STATEMENTS (1000)

(No. 11 October 1989)

In listing acts or omissions, statements should be specific and concise. Following are some examples of more positive statements to be used in preparing actions.

RIGHT

1. From (date) to (date), you produced on the average, only (number) pages of typed copy per day. Reasonable production for others in the office is (number) pages of typed copy per day.

2. On May 12, 1985, you directed obscene language toward a fellow employee, (name), (class). As a result, you were given a letter of warning on May 13, 1985.

3. From (date) to (date), you were late to work on (number) occasions. This is absence without leave for which your pay was docked.

4. On (date), you were convicted of driving a state vehicle in violation of Section 23102(a) of the Vehicle Code.

On (date), trial was held in the County or City of _____, and you were convicted of violation of Section 23102(a) of the Vehicle Code.

5. On (date), you threatened your supervisor (name), (class), with bodily harm by stating,
"_____."

6. On May 13, 1985, at approximately (time), you were asleep on duty. This was observed by (name), (class).

WRONG

1. Recently, in a discussion with your supervisor, Mrs. Jones, Senior Stenographer, you were told that your output of (number) pages of typed copy per day was not up to standard.

2. On May 13, 1985, you were given a letter of warning because of an incident on May 12, 1985, when you directed obscene language toward a fellow employee, (name), (class).

3. Your supervisor has docked your pay for the times that you were late from (date) to (date).

4. On (date), a report was received from the California Highway Patrol which indicated that you had been charged with violation of Section 23102(a) of the Vehicle Code. The results of a later trial indicated you were guilty.

5. Your supervisor, (name), (class), was threatened by you on (date).

6. On May 13, 1985, you were observed by (name), (class), asleep on duty at approximately (time).

7. On (date), you arrived for work and appeared to be under the influence of alcohol. Your supervisor observed that you were walking unsteadily and that you were unable to complete your sentences. These actions made you unable to perform the duties of your position.

8. On May 13, 1985, you refused a direct order by your supervisor, (name), (class), to _____.

9. On (date), you left the work area after being denied permission to do so by your supervisor (name), (class). Your pay was docked for this time.

10. As of May 13, 1985, you have failed to prepare and turn in a report on _____. You were instructed to prepare a report on _____. this report has not been May 1, 1985,

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7. On (date), your supervisor (name), (class), detected an odor of alcohol on your breath.

8. On May 13, 1985, your supervisor, (name), (class), ordered you to _____, which you refused to do.

9. On (date), you asked your supervisor if you could leave work and he/she told you to stay. Later he/she tried to find you and could not; therefore, he/she docked your pay for your absence.

10. On May 13, 1985, you were instructed to prepare a report on _____. As of May 13, 1985,