

LUNCH 'N LEARN

**WEDNESDAY
SEPTEMBER 10, 2025
11:30 - 1:00**



Bree Cortes
Attorney, LightGabler LLP

REGISTER NOW

Location:

Ventura City Hall
501 Poli St.
Ventura, CA 93001
Conference Room 202

See Parking on Page 2

Please RSVP by Monday,
September 8, 2025

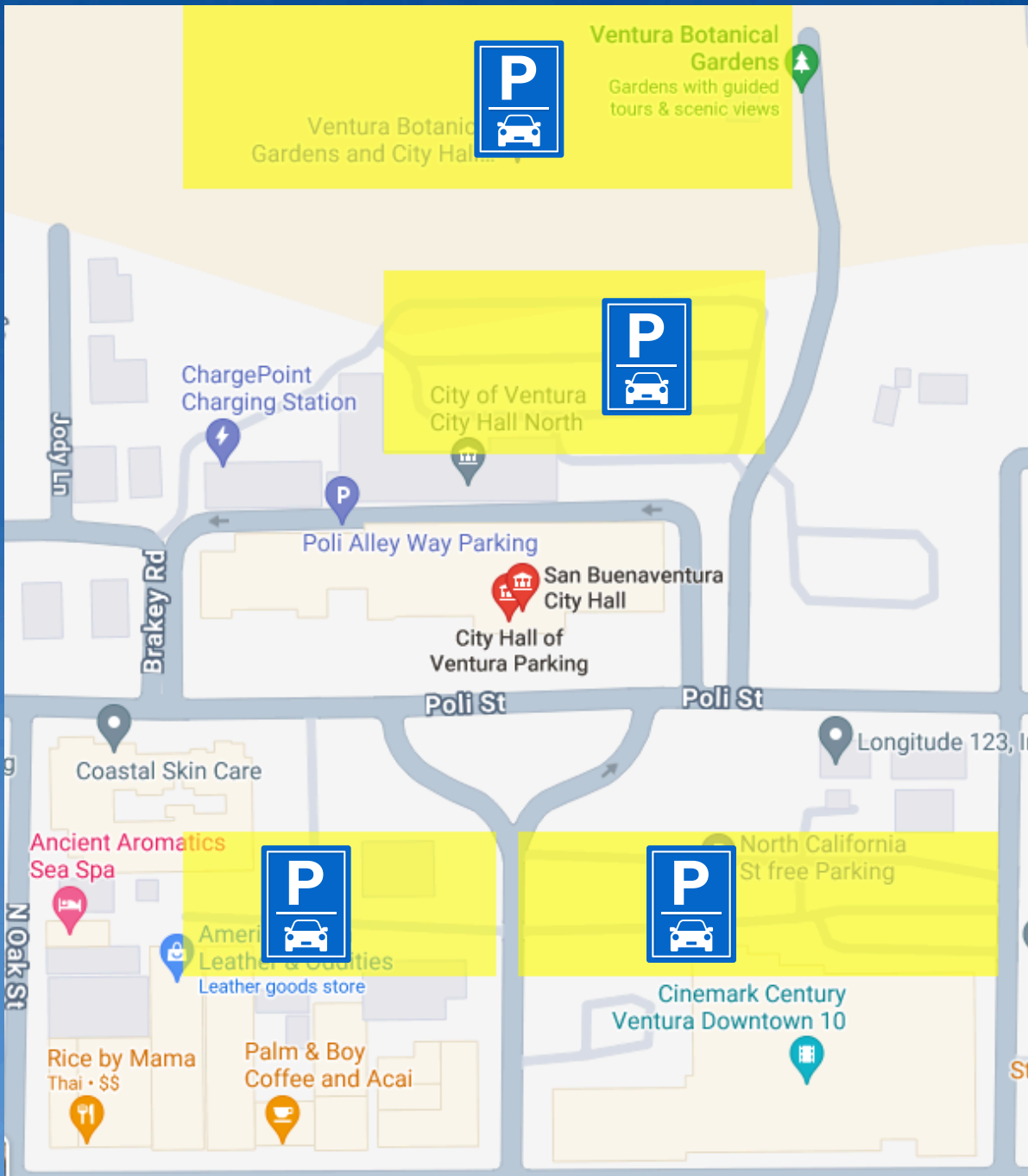
Info & RSVP:

pshra-ci.org

Proper Documentation for Disciplinary Action

This presentation focuses on the importance of clear, consistent, and legally sound documentation when addressing employee performance or behavior issues. Breann will discuss why fair and consistent treatment is critical—not only to protect the organization but also to uphold employee trust. We will review how inadequate accountability can lead to managerial consequences, including disciplinary action against supervisors who fail to enforce policies. Practical examples will be provided, including sample verbiage for writing effective and objective disciplinary notices, and guidance on follow-up steps to reinforce expectations and document ongoing issues.

Parking



Public parking is available behind City Hall.

Overflow parking:

- Botanical Garden's lot behind City Hall
- In front of City Hall:
between Oak St & Chestnut St.