



Disciplinary Action

CORRECTIVE	Verbal Warning	<input type="checkbox"/>	_____Date
<p>A verbal discussion to be documented for the personnel file.</p>			
CORRECTIVE	Written Warning	<input type="checkbox"/>	_____Date
<p>This disciplinary action represents management’s effort to help the employee correct their performance. Failure for any reason to consistently comply with corrective action described below or involved in any other type of inappropriate conduct will result in additional discipline up to and including termination of employment.</p>			
CORRECTIVE	Suspension	<input type="checkbox"/>	_____Date
<p>This disciplinary action represents management’s continued effort to help the employee correct their performance. Failure for any reason to consistently comply with corrective action described below or involved in any other type of inappropriate conduct will result in additional discipline up to and including termination of employment.</p>			
CORRECTIVE	Employee Decision Day	<input type="checkbox"/>	_____Date
<p>This disciplinary action represents management’s LAST effort to help the employee correct their performance. This is an at-home day for the employee to reflect upon his/her performance and to create an action plan for continued employment. Failure for any reason to consistently comply with corrective action described below or involvement in any other type of inappropriate conduct will result in additional discipline up to and including termination of employment.</p>			
TERMINATION	<input type="checkbox"/>	_____Date	

Employee’s Name _____ Department _____

Date Disciplinary Action Given to Employee _____

Date(s) of Conduct at Issue _____

NATURE OF CONDUCT

- Policy Violation
- Failure to follow instructions
- Dishonesty
- Unsatisfactory attendance
- Lack of cooperation/teamwork
- Carelessness
- Unsatisfactory performance or conduct
- _____

DETAILED EXPLANATION OF FACTS PERTAINING TO DISCIPLINARY ACTION

CONSEQUENCES OF EMPLOYEES' CONDUCT

EMPLOYEE'S EXPLANATION

Employee's unwillingness to provide explanation implies agreement with the facts & consequences stated above.

PRIOR DISCIPLINARY ACTIONS

DATE_____	REASON_____
DATE_____	REASON_____
DATE_____	REASON_____
DATE_____	REASON_____

IMMEDIATE & SUSTAINED ACTION TO BE TAKEN BY EMPLOYEE

I have received a copy of and understand this Disciplinary Action.

Employee Signature

Date

Signature of Person Issuing Disciplinary Warning

Title

Date