



DISCIPLINARY ACTION NOTICE

TO:

DATE:

We believe that every individual wants and needs to know if satisfactory performance is not being achieved and/or if policies and practices are being violated. Disciplinary Action provides a positive step toward resolution of an identified problem and to the extent possible gives each employee an opportunity to correct job related performance. Disciplinary termination is not the desired result, and is used only after attempts have been made to solve the problem, or in response to serious conduct violations.

DISCIPLINARY ACTION TAKEN:

- VERBAL DOCUMENTED WARNING
- WRITTEN WARNING
- SUSPENSION: The following conduct/problem has led to your suspension from:
From _____ To _____.
- TERMINATION
*Final check is enclosed.

DESCRIPTION OF THE PROBLEM: Failure to comply with policy regarding the following:

- 1.
- 2.

PREVIOUS COMMUNICATION/COACHING:

- 1.
- 2.

CRITERIA FOR DETERMINING WHETHER SITUATION IS RESOLVED:

CONSEQUENCES IF NO IMPROVEMENT: Further disciplinary action up to and including possible termination.

YOUR OBLIGATION/RESPONSIBILITIES: Whether you sign this document or not, you are responsible for understanding this feedback and what the expectations are

regarding this policy. If you have any questions or need clarification, then immediately contact your supervisor.

Employee Signature **Date** **Supervisor Signature** **Date**

Witness (If employee refuses to sign) **Date**

Employee signature indicates receipt of the disciplinary action notice and does not imply agreement. Employee may add comments. **This document becomes a permanent part of the personnel file.**

Provide copy to employee and forward signed original to Human Resources/Operations.