



PROGRESSIVE DISCIPLINARY ACTION FORM

Employee Name:

Position:

Department:

Supervisor:

Date of Violation:

Time of Violation:

VIOLATION:

| | | |
|--------------------------------------|---|------------------------------------|
| Excessive Absenteeism | Substance Abuse Violation | Carelessness |
| Tardiness or early quit | Unprofessional Conduct | Refusal to complete assigned tasks |
| Substandard Work | Damage of equipment or materials | Disruptive Behavior |
| Violation of safety rules | Violation of Confidentiality | Attitude/Describe behaviors |
| Disorderly Conduct | Leaving work without permission | |
| Unsatisfactory work quality/quantity | Failure to follow instructions | |
| Rudeness to employee or the public | Violation of Company Policy or Work Rules | Other: |

ACTION TAKEN:

| | | |
|------------------------------|--|-------------|
| Verbal Warning | Investigative Suspension beginning | |
| Written Warning | With pay | Without pay |
| Final Warning | | |
| Performance Improvement Plan | If unsubstantiated, employee return to work date | |
| End Date: | Disciplinary Suspension - | days |
| Termination effective | With pay | Without pay |

EMPLOYER EXPLANATION OF OFFENSE

CORRECTIVE ACTION RECOMMENDED

**Further misconduct or violation(s) shall result in disciplinary action, up to and including dismissal.
I have read this Disciplinary Form and understand it.**

Signature of Employee

Date

Signature of Supervisor

Date