



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	If unsubstantiated, employee return to work date
Performance Improvement Plan	Disciplinary Suspension - days
End Date:	With pay Without pay
Termination effective	

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