

EMPLOYEE DISCIPLINARY ACTION FORM

Employee: _____

Date of Warning: _____

Department: _____

Supervisor: _____

Type of Violation

- Attendance - Carelessness - Disobedience - Safety - Tardiness

- Work Quality - Other (explain) _____

Violation

Violation Date: _____ Violation Time: _____

Violation Location: _____

Employer's Statement

Employee's Statement

Decision

Decision Approved by: _____ Title: _____ Date: _____

Previous Warnings

1st Warning - Date: _____ Type: - Verbal - Written

2nd Warning - Date: _____ Type: - Verbal - Written

3rd Warning - Date: _____ Type: - Verbal - Written

Signatures

Employer's/Supervisor's Signature: _____ Date: _____

Print Name: _____ Title: _____

I have read this "warning decision". I understand it and have received a copy of the same.

Employee's Signature: _____ Date: _____

Print Name: _____ Title: _____