Employee Disciplinary Form

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| **Employee Name:** | **Title:** |
| **Department:** | **Supervisor Name:** |

# Documentation of Incident, Issue, or Concern

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| **Level of Incident, Issue or Concern:** |
| **Coaching  Oral  Written Warning\*** |
| Conduct, Unethical Behavior, or Interpersonal Conflict  Attendance/ Dependability  Safety or Work Environment  Customer Service  Egregious Performance  Violating Policies/Rules  Other (Please Describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Describe disciplinary incident, issue, or concern.**  **(Be specific: include dates, examples, and impact)** |
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| **Describe agreed upon solution(s) or course of action and follow-up dates.** |
| **Failure to resolve the issues could result in further disciplinary action up to and including dismissal.** |

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| **Employee Comments:** |
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Employee signature Date

Supervisor signature Date

**NOTE:** Signatures indicate acknowledgment that the conversation occurred and receipt of the form.

**\*Written warning notices will be placed in the employee’s personnel file.\***