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.\***