

# EMPLOYEE DISCIPLINARY ACTION FORM

Employee: \_\_\_\_\_

Date of Warning: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

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## Type of Violation

- Attendance  - Carelessness  - Disobedience  - Safety  - Tardiness

- Work Quality  - Other (explain) \_\_\_\_\_

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## Warning

Violation Date: \_\_\_\_\_ Violation Time: \_\_\_\_\_

Violation Location: \_\_\_\_\_

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## Employer's Statement

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## Employee's Statement

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## Decision

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Decision Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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## Previous Warnings

1<sup>st</sup> Warning - Date: \_\_\_\_\_ Type:  - Verbal  - Written

2<sup>nd</sup> Warning - Date: \_\_\_\_\_ Type:  - Verbal  - Written

3<sup>rd</sup> Warning - Date: \_\_\_\_\_ Type:  - Verbal  - Written

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## 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: \_\_\_\_\_