



EMPLOYEE DISCIPLINARY ACTION

DIRECTIONS:

1. The manager/supervisor must complete the form, listing pertinent facts about the incident and provide copies to Employee and Human Resources.
2. All terminations must be reviewed with Human Resources prior to issuance.
3. Attach additional sheets as necessary.

EMPLOYEE:

DEPARTMENT:

REASON FOR ACTION:

- Attendance
- Unsatisfactory Work Performance
- Safety Violation
- Violation of Service Standards/Code of Conduct/Core Values
- Line Strike or Near Miss
- Other Misconduct

DATE OF INCIDENT:

SPECIFICS PERTINENT TO INCIDENT:

List Witnesses:

STATEMENT OF HOW BEHAVIOR/PERFORMANCE DEVIATES FROM EXPECTATIONS:

HISTORY OF PRIOR DISCIPLINARY ACTION TAKEN:

- First Written Warning (Verbal Warning/Documented Discussion) Date:
- Second Written Warning Date:
- Suspension/Final Warning Date:
- Indefinite Suspension Pending Investigation
- Action Plan on Employee Appraisal

ACTION TAKEN:

DATE ACTION TAKEN:

 First Written Warning (Verbal Warning/Documented Discussion) Second Written Warning Suspension/Final Warning

Dates from:

to:

 Indefinite Suspension Pending Investigation Termination (with the approval of Human Resources)**STATEMENT OF FUTURE EXPECTATIONS FOR EMPLOYEE AND SUPERVISOR:****If an incident occurs again, Employee will receive:** Further discipline, as appropriate Written Warning Suspension Termination**Issued by:**

Name:

Date:

Title:

Signature

Witness (if applicable):

Date:

Signature**Acknowledgment of Receipt:**

Name:

Date:

Signature**PLEASE FORWARD TO HUMAN RESOURCES WITHIN TWENTY-FOUR (24) HOURS: INFO@LINEFINDERS.COM**