



## EMPLOYEE DISCIPLINARY ACTION FORM

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

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

TYPE OF VIOLATION: \_\_\_\_\_ WARNING: \_\_\_\_\_

Violation Date: \_\_\_\_\_ Violation Time: (a.m./p.m.) \_\_\_\_\_ Place Violation Occurred: \_\_\_\_\_

Attendance	Carelessness	Disobedience	Other:
Safety	Tardiness	Work Quality	

### EMPLOYER STATEMENT

### EMPLOYEE STATEMENT

### WARNING DECISION

Approved by:

	Name	Title	Date
<p style="text-align: center;"><b>PREVIOUS WARNINGS</b></p> <p>1st Warning Date:</p> <p>By Whom?</p> <p style="padding-left: 40px;">Verbal                  Written</p> <p>2nd Warning Date:</p> <p>By Whom?</p> <p style="padding-left: 40px;">Verbal                  Written</p> <p>3rd Warning Date:</p> <p>By Whom?</p> <p style="padding-left: 40px;">Verbal                  Written</p>		<p>I have read this "warning decision". I understand it and have received a copy of the same.</p> <p>Employee Signature _____ Date _____</p> <p>Signature of person who prepared warning _____ Date _____</p> <p>Supervisor's Signature _____ Date _____</p> <hr/> <p style="text-align: center;"><b>COPY DISTRIBUTION</b></p> <p>Employee                  HR Dept                  Supervisor</p>	