EMPLOYEE DISCIPLINARY ACTION FORM

Employee: Date of Warning: Department: Supervisor: TYPE OF VIOLATION: WARNING:

Attendance Safety

Carelessness

Tardiness

Disobedience Violation Date:

Work Quality Violation Time: (a.m. / p.m.)

Other Place Violation Occurred:

**EMPLOYER STATEMENT**

**EMPLOYEE STATEMENT**

**WARNING DECISION**

Approved by: Name Title Date

List All Previous Warnings (when warned and by whom):

Previous Warning: 1st Warning Date

I have read this "warning decision". I understand it

and have received a copy of the same.

Verbal Employee Signature Date

Written

Previous Warning: 2nd Warning

Date Signature of person who prepared warning Date

Verbal Written

Previous Warning: 3rd Warning Supervisor's Signature Date Date

Verbal

COPY DISTRIBUTION

Written

Employee

HR Dept

Supervisor