|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | **Supervisor Name:** | **Department:** | **Date:** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Previous Warnings:** (Type of Warning - Verbal, Written, Etc.) | **Date:** |
|  |  |
|  |  |
|  |  |

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| --- |
| **Observations of the Employee’s Conduct:** (What, Where, When) |
|  |

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| --- |
| **Standards that will be Expected:** (note policy or expectation that was violated) |
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| --- |
| **Impact of the Employee’s Conduct on the Work Environment:** |
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| --- |
| **Recommended Action to Help Employee Meet the Above Standards:** |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Disciplinary Action to be Taken:** | | | | |
| Verbal | Written | 1 Day Unpaid Suspension | 3 Day Unpaid Suspension | Termination |

If the expectations listed in the *Standards that will be Expected* sectionof this document are not met and maintained, then further disciplinary action, up to and including termination, will be taken.

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor Signature: |  | Date: |  |
| Print Supervisor Name: |  |  |  |
|  |  |  |  |
| Next-level Supervisor Signature: |  | Date: |  |
| Print Next-Level Supervisor Name: |  |  |  |
|  |  |  |  |
| HR Signature: |  | Date: |  |
| Print HR Name: |  |  |  |

Below signature indicates only that you have had the opportunity to discuss the issues identified in this document and that you have read and received a copy.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature: |  | Date: |  |
| Print Employee Name: |  |  |  |

|  |
| --- |
| **Employee Comment:** (To be filled in by the Employee, if Desired) |
|  |