



Human Resources Department Disciplinary Action Notice

Instructions: This form should be completed by the employee's supervisor or the next level supervisor in the employee's chain of command. The form must document the circumstances that led to the disciplinary action, the specific policies, procedures, and/or general orders violated, and the expected standards of performance. The supervisor should indicate the specific level of discipline being administered. The completed form must be submitted through the chain of command for administrative review prior to being issued to the affected employee.

Employee Name: _____ Date Prepared: _____

Assignment: _____ Type: _____

Circumstances: _____

Policies, Procedures, and/or General Orders Violated: _____

Expected Standard(s) of Performance: _____

Resulting Disciplinary Action(s): _____

Verbal Warning Documentation Written Warning Final Written Warning

Other (Specify details) _____

In the event of future violations of policies, procedures, or general orders, the employee may be subject to additional disciplinary action including written warning, suspension, and/or termination.

Employee Acknowledgment: I have read this notice and the subject of this disciplinary action has been discussed with me. I understand my signature does not constitute agreement with this action or forfeit any of my rights to appeal.

Employee Signature _____ Date _____

Required Administrative Level Review:

Supervisor Signature _____ Date _____

Print Name and Title _____

Division Head Signature/Title _____

Notice: A copy of this Disciplinary Action Notice will be placed in the employee's personnel file.

Summary Narrative

(Use this space to summarize the matter being reported. A detailed narrative should be continued by attaching additional pages, if necessary.)