



## Disciplinary Action Form

<b>Employee's Name:</b>		<b>RIN #:</b>	
<b>Department:</b>		<b>Job Title:</b>	
<b>Performance/Behavior/ Attendance Infraction:</b>			
<b>Date(s) of Infraction:</b>			
<b>Details of Infraction (below):</b>			
<b>Has this or a similar infraction occurred before?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, provide details previous disciplinary action below or attach documentation/previous disciplinary action form.)		
<b>Performance Improvement Plan including timeframe (below):</b>			
<b>Recommended disciplinary action by Supervisor (below):</b>		<b>Recommended effective date of disciplinary action (below):</b>	
<input type="checkbox"/> Verbal Counseling <input type="checkbox"/> Written Warning/Reprimand <input type="checkbox"/> Final Warning <input type="checkbox"/> Disciplinary Suspension <input type="checkbox"/> Discharge			
<b>Comments (below):</b>			
<b>Signature of Supervisor:</b> _____ <b>Date:</b> _____			

### FOR HUMAN RESOURCES USE ONLY

<b>Recommended disciplinary action approved?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Division of Human Resources Signature of Approval:</b> _____ <b>Date:</b> _____	

Please be advised that if you are involved in any further infraction of this nature, you may be subject to further disciplinary action up to and including termination of employment. My signature indicates that I have received a copy of this disciplinary action form and understand the reason for this corrective action. You may submit a written response to this disciplinary action. The response will be attached to this form. If you wish to file an appeal of this disciplinary action, refer to Human Resources Policy # 900.2, *Peer Review Appeal Process*.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**Original form must be returned to the Division of Human Resources after the employee and supervisor have signed the form.  
Please provide employee and immediate supervisor with a copy of the form signed by the Division of Human Resources.**