

Disciplinary Action Form

Employee Name:		Position / Title:	Date:
Department:	Employee #:	Name of Supervisor Issuing Notice:	

In accordance with the Agency's Policies, you are being issued the following type of disciplinary notice:

Check One:

- ☐ Written Counseling
- ☐ Recommendation for Demotion
- ☐ Recommendation for Probation
- ☐ Recommendation to be placed on Growth Plan (Performance)
- ☐ Recommendation for Suspension
- ☐ Recommendation for Dismissal

Violation of Performance Standards or Conduct

<input type="checkbox"/> Insubordination	Policy: _____ - _____
<input type="checkbox"/> Misconduct	Policy: _____ - _____
<input type="checkbox"/> Excessive Tardiness/Absenteeism	Policy: _____ - _____
<input type="checkbox"/> Job performance	Head Start: Minimum Standards Performance Standards
<input type="checkbox"/> Safety Rules/Procedures	_____
<input type="checkbox"/> Dress Code	_____

Detail Description of the Violation Of Performance or Conduct

Continue on back

Expectations from Supervisor

1. _____
2. _____
3. _____
4. _____

Resources Available (Training, Materials, etc)

1. _____
2. _____
3. _____
4. _____

Attention: If the problem identified in this reprimand is not corrected in accordance with the terms described on this notice, the next disciplinary action to be taken will be as noted below:

Check One:

- ☐ Recommendation for Demotion
- ☐ Recommendation for Probation
- ☐ Recommendation to be placed on Growth Plan (Performance)
- ☐ Recommendation for Suspension
- ☐ Recommendation for Dismissal

Employee Statement

Employee * #	Date	Coordinator (if applicable)	Date
Supervisor's Signature (if applicable)	Date	Director's s Signature	Date
Human Resources Signature	Date	Chief Executive Officer (if required)	Date

* The signature of the employee indicates that he/she has reviewed contents of this record and does not necessarily indicate agreement.

Notice: A copy of this written disciplinary notice will be placed in the employee's personnel file.
A copy of this written disciplinary notice will be issued to an employee upon receiving his/her request.

Form Revised: April 2021