**PROGRESSIVE DISCIPLINARY ACTION FORM**

|  |  |
| --- | --- |
| **Employee name** |  |
| **Position/Department**  |  |
| **Reporting to** |  |
| **Date** |  |

**Incident information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** |  | **Time** |  | **Location** |  |

**Incident type**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Performance |  | Professionalism  |  | Insubordination |  |
| Competence |  | Attendance/Reliability |  | Other |  |

**Incident details (has the employee been counselled before on this or similar occurrence?):**

|  |
| --- |
|  |

**Corrective action taken**

|  |  |  |
| --- | --- | --- |
| **x** | **Action taken** | **Comments** |
|  | Verbal warning (documented) |  |
|  | Written warning (documented) |  |
|  | Suspension |  |
|  | Termination |  |
|  | Other (include documentation) |  |

Department Head’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Notice to employee: You have been given this notice to impress upon you the seriousness of the incident noted above. We are confident that you will correct this situation. However, if this type of incident re-occurs, you will be subject to further disciplinary action, up to and including termination of employment.*

**Employee’s comments**

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|  |

By signing below, I acknowledge that I have received a copy of the above notice of discipline and that the job performance requirements have been explained to me.

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_