

## **Disciplinary Action Form**

Employee Name:Employee Title:					
					Supervisor Name & Title
Date of Violation:					
Disciplinary Action Take	en:				
□Verbal	□Written (attach form)		□Corr	☐Corrective Action Plan (attach form)	
Reason for Disciplinary	Action:				
LEVEL I:					
□Absence/Tardii	ness $\square$	☐Unsatisfactory Job Performance		□Dress Code Violation	
	□Insubordir	subordination		∃Safety Violation	
□Violation of De	epartment/Board Po	licy (Updated Handboo	ok on file with	HC & attach policy)	
□Other					
LEVEL II: (written disci	iplinary action & a	nttach form)			
□Theft	□Ethics □Bullying/Harassr		sment	nent □Falsification of Documents	
□Other					
<b>Description of Violation:</b>					
Employee Signature:				Date:	
Supervisor Signature:				Date:	
Witness Signature:				Date:	