**EMPLOYEE DISCIPLINARY ACTION**

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| **Employee Name:** |
| **Employee Title:** |
| **Manager’s Name:** |
| **Manager’s Title:** |
| **Today’s Date:** | **Incident Date:** |
| **Incident Time:** | **Incident Location:** |
| **Description of Incident:** |
| **Witnesses to the Incident:** |
| **Names of those in attendance at the Disciplinary Action Meeting:** |
| **The Disciplinary Action that will be carried out:**  |
| **If probation is given:** |
| **Start Date:** | **End Date:** |

**Goals to Be Achieved Through this Disciplinary Action:**

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**What will the consequences be for failure to improve the employee’s performance or to correct their behavior?**

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**Were there any prior warnings on this subject, whether oral or written?**

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**Employee Statement:**

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| **Signature of Employee:** | **Date:** |
| **Signature of Supervisor:** | **Date:** |