



## EMPLOYEE DISCIPLINARY ACTION

- DIRECTIONS:**
1. The manager/supervisor must complete the form, listing pertinent facts about the incident and provide copies to Employee and Human Resources.
  2. All terminations must be reviewed with Human Resources prior to issuance.
  3. Attach additional sheets as necessary.

**EMPLOYEE:**

**DEPARTMENT:**

**EMPLOYEE NUMBER:**

**BARGAINING UNIT EMPLOYEE**

**REASON FOR ACTION:**

- Attendance
- Unsatisfactory Work Performance
- Safety Violation
- Violation of Service Standards/Code of Conduct/Core Values
- Other Misconduct

**DATE OF INCIDENT:**

**SPECIFICS PERTINENT TO INCIDENT:**

List Witnesses:

**STATEMENT OF HOW BEHAVIOR/PERFORMANCE DEVIATES FROM EXPECTATIONS:**

**HISTORY OF PRIOR DISCIPLINARY ACTION TAKEN:**

- First Written Warning (Verbal Warning/Documented Discussion)      Date:
- Second Written Warning      Date:
- Suspension/Final Warning      Dates from:                      to:
- Indefinite Suspension Pending Investigation
- Action Plan on Employee Appraisal

**ACTION TAKEN:****DATE ACTION TAKEN:** First Written Warning (Verbal Warning/Documented Discussion) Second Written Warning Suspension/Final Warning

Dates from:

to:

 Indefinite Suspension Pending Investigation Termination (with the approval of Human Resources)**STATEMENT OF FUTURE EXPECTATIONS FOR EMPLOYEE AND SUPERVISOR:** Adherence to Policy

If an incident occurs again, Employee will receive:

 Further discipline, as appropriate Written Warning Suspension Termination

Issued by:

Name:

\_\_\_\_\_  
Signature

Date:

Title:

Witness (if applicable):

\_\_\_\_\_  
Signature

Date:

Director Approval (if required):

\_\_\_\_\_  
Signature

Date:

Acknowledgment of Receipt:

Name:

\_\_\_\_\_  
Signature

Date:

**PLEASE FORWARD TO HUMAN RESOURCES INFORMATION SYSTEMS, SUITE 900, 833 CHESTNUT STREET,  
WITHIN SEVENTY-TWO (72) HOURS.****EMPLOYEES MAY CONTEST THIS ACTION UTILIZING JEFFERSON GRIEVANCE POLICY # 200.27.**