

**GEORGIA INSTITUTE OF TECHNOLOGY
RECORD OF CORRECTIVE ACTION**

| | |
|---|-------------------------------------|
| EMPLOYEE'S NAME (PLEASE Type) <input type="text"/> | EMPLOYEE ID <input type="text"/> |
| SUPERVISOR'S NAME (PLEASE Type) <input type="text"/> | DATE <input type="text"/> |

TYPE OF CORRECTIVE ACTION (Check One)

- Verbal Warning Written Reprimand

TYPE OF WARNING (Check Applicable)

- | | |
|--|---|
| <input type="checkbox"/> Absence | <input type="checkbox"/> Harassment |
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Dishonesty |
| <input type="checkbox"/> Violation of GT Policy | <input type="checkbox"/> Violation of Safety Rules |
| <input type="checkbox"/> Smoking in Unauthorized Areas | <input type="checkbox"/> Leaving Work without Authorization |
| <input type="checkbox"/> Failure to Follow Instructions | <input type="checkbox"/> Poor Performance |
| <input type="checkbox"/> Unauthorized Use of Equipment/Materials | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Falsification of Records | <input type="checkbox"/> Other: <input type="text"/> |

Summary of Violation:

Summary of Corrective Plan of Action:

| | | | |
|------------------------|------------------------------|--|------------------------------|
| SUPERVISOR'S SIGNATURE | DATE <input type="text"/> | EMPLOYEE'S SIGNATURE | DATE <input type="text"/> |
| MANAGER'S SIGNATURE | DATE <input type="text"/> | NOTE: THE EMPLOYEE'S SIGNATURE INDICATES THAT THE NOTICE HAS BEEN GIVEN. IT DOES NOT NECESSARILY IMPLY AGREEMENT WITH CONTENTS. | |