



LONG ISLAND HEAD START

EMPLOYEE DISCIPLINARY ACTION REPORT

Date: _____

Employee's Name: _____

Title: _____

Work Site: _____

Date of Hire: _____

1. Date(s) and subject(s) of previous report(s) or incident(s) of the same or similar problem. State the disciplinary measures (verbal warning, written warning, probation or suspension) and plan for resolution taken at that time. Attach all documentation.

2. Subject: Attendance Lateness Insubordination Misconduct

Safety Violations Violation of Supervisory Instructions Violation of Agency

Policy and/or Procedures Violation of Federal, State or Local Child/Day Care

Regulations Unsatisfactory Performance Other

3. Specific incident, event, action or violation (clearly state the policy, procedure or regulations violated, incident, problem, event or behavior and the date(s) of occurrence):

4. Specific action plan and steps to follow to rectify problem (clearly state the expected outcome and specific corrective actions, including dates):

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(Continued...)

5. Future Action: *Any future incident will result in further disciplinary action up to and including termination.*

6. Employee Comments: _____

My signature below signifies that I have read and acknowledge receipt of the above report.

Signature of Employee **Refused to Sign**

Date

Immediate Supervisor

Date

Human Resources

Date

Department Director

Date

Chief Executive Officer

Date

Original: Human Resources - Personnel File
Copy: Employee