

SDAAC Retirement Villages

1.1 DISCIPLINARY NOTICE FORM

FACILITY:	
Name:	Position:
Employee:	
Position:	
Date of Incident (if applicable):	
Time of Incident (if applicable):	

NATURE OF THIS NOTICE			
Verbal Warning:	<input type="checkbox"/>	Final Written Warning:	<input type="checkbox"/>
First Written Warning:	<input type="checkbox"/>	Dismissal:	<input type="checkbox"/>
TYPE OF INCIDENT			
Violation of Policies/Procedures:	<input type="checkbox"/>	Violation of Safety Guidelines:	<input type="checkbox"/>
Unacceptable Performance Standard:	<input type="checkbox"/>	Unpunctual:	<input type="checkbox"/>
Poor Attitude:	<input type="checkbox"/>		

DETAILS OF THE INCIDENT What Happened, Where Did It Occur, Who Was Present, What Are The Consequences

AGREED ACTION PLAN & TIMEFRAME FOR IMPROVEMENT

EMPLOYEE STATEMENT

	Name	Signature	Date
Employee			
Witness			
Supervisor			
Care Manager / ILU Manager			

A witness is required to sign where the employee refuses to sign himself or herself.

Department: FORMS	Description: Standard Policy
Document Name: Employee Discipline	Update Date: 24/03/2015
Document ID: F-34-HR	



I am requesting you attend a meeting at _____ to discuss issue/s below. You are invited to bring a support person with you to this meeting. This person will not take part in the discussion but will be there to support you.

The following issues will be discussed at the meeting:

-
-
-
-

Previous issues discussed with you include:

-
-
-
-

Please note that the issue described above _____ not acceptable and may result in disciplinary action including termination.

Yours sincerely

**INSTRUCTIONS ONLY - USE FOR EMPLOYEE
LETTER ABOVE.**

Letterhead

Date

Employee name and address

Dear Employee Name

Re: State issue/s of concern

I am requesting you attend a meeting at date, time & where (must be at least 24 hours notice in writing) to discuss issue/s below. You are invited to bring a support person with you to this meeting. This person will not take part in the discussion but will be there to support you.

The following issues will be discussed at the meeting:

-
-
-
-

Previous issues discussed with you include:

-
-
-
-

Describe the consequences of the issue/s, for example, negative impact on residents or other staff etc.

Please note that the issue/s described above is/are not acceptable and may result in disciplinary action including termination.

Yours sincerely

Signature of Executive Manager

Name of Executive Manager