

Disciplinary Action Notice

*Housing Authority
of the
City of Vineland*

TYPE: Verbal
 Written
 Suspension _____ # of days
 Dismissal

Employee Name: _____

Date of Warning: _____

Type of Violation

Attendance	<input type="checkbox"/>	Carelessness	<input type="checkbox"/>	Insubordination	<input type="checkbox"/>
Lateness/Early Quit	<input type="checkbox"/>	Failure to Follow Instructions	<input type="checkbox"/>	Violation of Safety Rules	<input type="checkbox"/>
Rudeness to Employees/Customers	<input type="checkbox"/>	Willful Damage to Material/Equipment	<input type="checkbox"/>	Working on Personal Matters	<input type="checkbox"/>
Unsatisfactory Work Quality	<input type="checkbox"/>	Violation of Company Policies or Procedures	<input type="checkbox"/>	Inefficiency	<input type="checkbox"/>
Substandard Performance	<input type="checkbox"/>	Failure to Perform Duties	<input type="checkbox"/>	Other	<input type="checkbox"/>

Employer Statement

Date of Incident ____/____/____ Time ____:____ AM
 PM

Employee Statement

I agree with Employer's statement.

I disagree with Employer's description of violation for these reasons:

_____/_____/_____
 EMPLOYEE SIGNATURE DATE

Consequence should a violation occur again

Suspension

Suspension with intent to dismiss

I have read this Disciplinary Action Notice and understand it.

 SIGNATURE OF EMPLOYEE _____
 DATE

 SIGNATURE OF SUPERVISOR WHO ISSUED WARNING _____
 DATE