

Kalamazoo Regional Educational Service Agency  
Progressive Disciplinary / Reprimand Form

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Location: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Hire Date: \_\_\_\_\_ *Within Probationary Period?* YES  NO

Describe Nature of Incident(s):

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Disciplinary Step

- \_\_\_\_\_ First Discussion
- \_\_\_\_\_ Verbal Warning
- \_\_\_\_\_ Written Warning *(Requires Consultation with Human Resources)*
- \_\_\_\_\_ Final Warning with Possible Suspension
- \_\_\_\_\_ Termination of Employment According to Employment Status

Action Plan for Improvement:

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Employee's Comments:

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Employee's signature indicates that this matter was discussed with him/her. It does not indicate agreement.

Employee's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Copy sent to Human Resources

All written reprimands are to be forwarded to Human Resources within 24 hours of occurrence.

This policy does not negate or modify the at-will employment status of part time or part time temporary employees.

Discriptives:

Irregular attendance  
Excessive absenteeism  
Excessive lateness/tardiness  
Excessive lateness reporting back from lunch break  
Improper call in procedures  
Failure to report absence  
No show, no call  
Failure to follow instructions  
Substandard quality and/or quantity of work  
Unauthorized eating  
Possession or use of drugs (including smoking) or alcoholic beverages on company premise or time.  
Working after use of drugs or alcohol  
Failure to complete tasks promptly and accurately  
Horseplay  
Inappropriate behavior within student range  
Immorality  
Failure to report safety hazard  
Acting unsafely  
Failure to report injury or accident  
Unauthorized use of company property  
Improper language  
Unauthorized solicitation  
Loafing  
Falsifying company records or information  
Theft of company property  
Dishonesty concerning company matters  
Insubordination  
Fighting or conduct of intimidation  
Arrest and conviction of serious criminal offense  
Disclosure of confidential company information  
Disrespect shown to others