



Regina Coeli Child Development Corrective Action Notice

Date:

Employee Name:		Center:	
Supervisor:		Position:	

Disciplinary Level:

Verbal Warning
 1st Written Reprimand 2nd Written Reprimand
 Probation (Plan of improvement outlining corrective steps to be taken by employee required when taking this action)
 Termination (Recommendation must be approved by Personnel Committee and BOD prior to taking this action)

Prior Notifications:

Level of Discipline	Date	Reason
Verbal Warning		
1 st Written Reprimand		
2 nd Written Reprimand		
Probation		

Incident Description and Supporting Details. Check Here if additional page(s) attached

(Outline details of what occurred to include time, place, date(s), as well as impact on the center for Regina Coeli Child Development.)
 List of Major and/or Minor work rule violations as outlined in Policy

Actions Necessary to Bring About Improvement

Your performance in the following area(s) is expected to improve immediately. You are expected to: (list expectations with any specific directions or training that may be applicable)

Check Here if additional page(s) attached

You are expected to perform your job duties efficiently and accurately on a consistent and on-going basis. Failure to show immediate improvement in your job performance and/or any future violation of RCCDC policies will subject you to further disciplinary action, up to and including termination.

Employee Comments

Employee Acknowledgment

If you are dissatisfied with certain conditions beyond your control included to but not limited to the following: working conditions, relationships with all other employees, disciplinary actions, promotions, and performance evaluations with regard to discrimination on the basis of age, gender, race, color, creed, national origin, religion, disability, pregnancy, political affiliation, or military status, you may utilize the Employee Grievance Procedure Process as described in Regina Coeli Child Development Policy and Procedures.

I have received a copy of this notification. It has been explained to me, and I have been advised to take the time to read it before I sign it. My signature acknowledges receipt of the notification, but not necessarily agreement with the statements made in it.

Supervisor's Signature

Date

Employee Signature

Date

Human Resources Signature

Review Date