



FAA Student Employee Disciplinary Form

This form must be thoroughly completed, signed, approved by the FAA Human Resources Assistant, and given to your employee within two working weeks of the occurrence in question, or it will not be valid.

Date of Occurrence

Current Date

HR Review Date

Date Given to Student

Student Name

Supervisor Name

Please carefully read and follow these instructions:

1. Before filling out this form, you must verify the number of steps that the employee currently has. You can do this by visiting the Student Human Resources office (located in NWQ 2420). Human Resources keeps record of all documented employee discipline and can allow access to employee files.

- a. If this is a warning or a disciplinary step other than step four, proceed to section two of this form.
- b. If this is the **fourth step** of an employee termination, proceed to section three of this form.

2. Fill out form completely and precisely. Thoroughly describe the circumstances of the incident in the "Description" section, what the employee should have done in the "Employee Action to be Taken" section, and the potential future consequences in the "Future Consequences" section.

- a. Before meeting with the employee you must have the form approved by the FAA HR Assistant via email -if applicable your FAA full time manager should also review the form
- b. Meet with the student, explain the incident, the importance of proper behavior, and further consequences
- c. After the employee signs the form, email it the FAA Student Human Resources to filed in a timely manner

3. Fill out the form completely, as described in section 2. However, before meeting with employee, you **absolutely, unconditionally, and with no exceptions, MUST** contact and meet your FAA full time supervisor, the FAA HR Assistant and the FAA Human Resources Manager to discuss and agree on an appropriate form of action.

- a. You may then meet with your employee at the next available time and follow through with the discipline.
- b. after the employee signs the form, turn it in to FAA Student Human Resources to file in a timely manner.

Supervisory Action to be Taken

- Warning
- Suspension *
- Discharge *

Indicate Progressive Discipline Action if Applicable

- Step 1: Initial disciplinary action
- Step 2: Follow up disciplinary action
- Step 3: Follow up disciplinary action
- Step 4: Final action *

Description of Behavior/Performance Gap

Employee Action to be Taken

Future Consequences

I understand this employee Corrective Action

- FAA Supervisor
- FAA HR
- Employee * (see below if you disagree)

***I Disagree with my supervisor's description of behavior/performance for these reasons:**

FAA Supervisor Signature

Date

FAA HR Signature

Date

FAA Student Employee Signature

Date