

DISCIPLINARY/COUNSELING RECORD

Employee: _____ ID: _____ Date: _____

Supervisor: _____ Dept.: _____

Date of Occurrence: _____ Time: _____ AM PM Location: _____

ACTION TAKEN:

- VERBAL WARNING WRITTEN WARNING SUSPENSION _____ day(s)
 TERMINATION OTHER _____

(DEPENDING ON THE NATURE OF THE OFFENSE, SES RESERVES THE RIGHT TO SKIP ANY STEPS AT ITS DISCRETION.)

DESCRIPTION OF ISSUE:

- ABSENCE SAFETY VIOLATION POLICY VIOLATION
 TARDINESS SUBSTANDARD PERFORMANCE OTHER _____
 CONDUCT VIOLATION OF CONFIDENTIALITY/FERPA

Explanation:

Goals/Corrective Behavior:

DISCIPLINARY/COUNSELING RECORD Continued...

You and I will meet at the end of ____ days to review your progress. If significant improvement is not shown at the end of ____ days, your employment with the company will be terminated. However, if little or no progress is being made or other unacceptable behavior occurs, you may be terminated at any time prior to the end of ____ days.

Employee Comments:

Please sign below. Your signature on this document is an acknowledgment that this matter has been discussed with you and you have reviewed this document prior to inclusion in your personnel file. Your signature is not an indication of agreement or disagreement of the deficiencies that are outlined in this document.

Employee: _____ Date: _____

Supervisor Signature: _____ Date: _____

Witness Name & Signature: _____ Date: _____