CORRECTIVE ACTION OR DISCIPLINARY WARNING

Do not use this form for employment terminations. Use reverse side or additional paper for further explanations.

Name:	Job Title:	Hire Date:
Employee ID Number:	Department:	Location:

Section II – Consequences of Further Unacceptable Conduct or Performance:

❑ **Corrective**

This disciplinary warning represents management's effort to help the employee correct his or her performance or behavior. Failure for any reason to comply with the corrective action described below or involvement in any other type of unsatisfactory performance or unacceptable conduct will result in further disciplinary action, up to and including termination of employment.

❑ **Final (Check only if this warning is intended to be the *last* warning prior to discharge)**

This final warning represents management's *last* effort to help the employee correct his or her performance or behavior. Failure for any reason to take advantage of this opportunity to correct and address the problem(s) identified below or involvement in any other type of unsatisfactory performance or unacceptable conduct will result in termination of employment.

Section III - Prior Corrective Action or Disciplinary Warning (verbal or written, if any):

Date:	Type:	Reason:	Supervisor:
Date:	Type:	Reason:	Supervisor:

Unsatisfactory Performance or Conduct – Mark applicable area(s) and describe in detail below:

❑ Unacceptable Attendance ❑ Poor Job Performance ❑ Refusal to Follow Instructions ❑ Misconduct

❑ Safety Violation ❑ Disorderly/Disruptive Conduct ❑ Violation of Company Policy/Rule ❑ Other _____

Detailed Explanation of Facts and Circumstances:
(Describe the problem requiring improvement or correction, and the consequences of the employee's conduct)

Immediate and Sustained Action To Be Taken By Employee To Correct The Problem(s):
(Specify the required actions or improvements in performance or work habits, and/or the specific results to be achieved)

Employee's Explanation or Response:

I acknowledge that this matter has been discussed with me, and I have received a copy of this corrective action. I understand this warning and the consequences of not taken immediate and sustained action to correct the above problem(s).

Employee's Signature: _____ Date: _____

Manager's Name _____ Title: _____

Manager's Signature: _____ Date: _____

Document if employee declines to comment or sign, and obtain witness signature. Manager's Comments: