



## MUSCOGEE (CREEK) NATION DISCIPLINARY ACTION FORM



Employee \_\_\_\_\_ Employee # \_\_\_\_\_

Title \_\_\_\_\_ Department \_\_\_\_\_ Phone/Ext \_\_\_\_\_

Warning/Action Date \_\_\_\_\_ Violation(s) Date \_\_\_\_\_

**You are hereby given notice of the following disciplinary action, which is being entered in your record.**

- FIRST/VERBAL WARNING     
  SECOND WARNING     
  THIRD/FINAL WARNING  
 PROBATION     
  SUSPENSION     
  DEMOTION     
  DISCHARGE

Probation/Suspension From \_\_\_\_\_ To \_\_\_\_\_ Return Date \_\_\_\_\_

Demoted to \_\_\_\_\_, Pay/Grade \_\_\_\_\_, Salary \_\_\_\_\_ hr/annual, effective date \_\_\_\_\_.

Discharge Date \_\_\_\_\_ Reason for Discharge \_\_\_\_\_

**\*\*If employee is being discharged, an EXIT INTERVIEW FORM must also be completed\*\***

Description of Violation \_\_\_\_\_

Penalties Incurred by this Violation \_\_\_\_\_

Plan for Improvement \_\_\_\_\_

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your supervisor/manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Director/Secretary Signature \_\_\_\_\_ Date \_\_\_\_\_

HR Manager Signature \_\_\_\_\_ Date \_\_\_\_\_