

NOTICE OF DISCIPLINARY ACTION

(If additional pages are necessary, attach to this page.)

Employee: _____

Today's Date: _____

You are being disciplined because:

Supervisor: Describe incident: who, what, where, when (incident date), and why.

Witness Name (if any) _____

Witness Name (if any) _____

Result:

- Warning
- Suspension of _____ Days Without Pay
- Demotion
- Other
- Notice of Intent to Terminate

Supervisor: Contact Administration for Letter of Notice of Intent to Terminate.

Employee Signature: _____ **Date:** _____

I understand that my signature does not necessarily indicate that I agree with the above, but only that it has been discussed with me.

Supervisor: The employee should be encouraged to think about the discussion and respond in writing if he/she wants to add anything to the documentation.

Supervisor: Return original copy to Human Resources.