

## Progressive Disciplinary Action Form

To complete this form click on first gray area (field); tab to all succeeding gray areas (fields) until form is completed.

(Gray areas will expand when filling in)

Date:

Employee Name:

Department:

- ☐ Notice of Verbal/Oral Warning  
☐ Notice of Written Warning  
☐ Notice of Decision-Making

- ☐ Notice of Administrative Reassignment  
☐ Notice of Termination

Statement of the problem (violation of rules, policies, standards, practices or unsatisfactory performance):

Prior discussion or warning on this subject: (oral, written, dates):

Statement of company policy/master agreement on this subject:

Summary of corrective action to be taken (include dates for improvement and plan for follow-up):

Consequences of failure to improve performance or correct behavior:

Employee comments (continue on reverse if necessary):

Effective \_\_\_\_\_ (date), you are placed on performance improvement. If, at any time after this date, you fail to meet expectations or to make sufficient progress towards expectations, disciplinary action may be escalated up to and including termination.

Distribution: One Copy to Employee, one copy to Supervisor. One copy to Human Resources for Written Warning, Decision Making Day or Termination only.

**I fully understand the conditions and consequences of my status on Performance Improvement.**

Employee  
Signature: \_\_\_\_\_

Date:

Supervisor  
Signature: \_\_\_\_\_

Date:

Administrator  
or Dept. Head  
Signature\*: \_\_\_\_\_

Date:

Human  
Resources  
Concurrence\*: \_\_\_\_\_

Date:

\*Signature necessary only for Written Warning, Decision Making Day or Termination.

Distribution: One Copy to Employee, one copy to Supervisor. One copy to Human Resources for Written Warning, Decision Making Day or Termination only.

# Progressive Discipline Chart

## I. Verbal/Oral Warning

- Make sure employee understands work duties and work expectations of the job.
- Make sure employee has the necessary training and work materials to perform work duties.
- Discuss point by point each work performance shortcoming.
- Make sure employee understands that he or she is presently not meeting the work performance standards expected of the job.
- Reach agreement with employee on ways to improve work performance.
- Reach agreement on reasonable time period over which improvement is expected to occur.
- Itemize job tasks or work projects to be completed. Describe their deadlines.
- Advise employee that failure to improve could result in written warning status.
- DOCUMENT INTERVIEW
- Discuss documentation with employee – employee should sign off on documentation.

Agreed upon time period for performance improvement

Monitor Employee's Progress

## II. Written Warning

- Cover point by point the work areas discussed previously where employee has failed to show the necessary improvement.
- Work out plan with employee for another opportunity to meet required performance improvements and determine timetable for improvements.
- State seriousness of situation and that failure to meet work expectations could result in employee's termination.
- DOCUMENT INTERVIEW
- Discuss documentation with employee – employee should sign off on documentation.
- Submit documentation and recommendation (to support withholding of salary increases – warning status) to Human Resources Administrator or Assistant Superintendent of Human Resources.

Agreed upon time period for performance improvement

Monitor Employee's Progress

## III. Decision – Making Day(s)

- Review with employee corrective steps previously agreed upon and lack of performance improvement.
- Advise employee that job is in jeopardy and unless substantial and sustained improvements are made, termination may result.
- Arrange for employee to talk with Human Resources Administrator or Assistant Superintendent of Human Resources.
- DOCUMENT INTERVIEW
- Both the Manager and Human Resources Administrator or Assistant Superintendent of Human Resources will document their respective final warning interviews.
- Employee should sign off on supervisor's documentation.

Substantial and sustained improvement required

Monitor Employee's Progress

## IV. Final Interview and Termination

- Prepare recommendation for separation and date. Forward to Human Resources Administrator or Assistant Superintendent of Human Resources for approval.
- Arrange a time for an interview.
- The Manager and Human Resources Administrator or Assistant Superintendent of Human Resources should arrange time for separation of employment and exit interview. Employee, Manager and either Human Resources Administrator or Assistant Superintendent of Human Resources should all be present for separation.

Note on Documentation:

If employee disagrees with any documentation, he or she should be allowed to prepare a statement to that effect to become part of the documentation file.

**This chart has been designed as an aid to Management, and may not apply to every case or situation.**

## Notice of Counseling Session

To complete this form click on first gray area (field); tab to all succeeding gray areas (fields) until form is completed.

(Gray areas will expand when filling in)

Date:

Employee Name:

Department:

☐ *Notice of Counseling Session*

Statement of the problem (violation of rules, policies, standards, practices or unsatisfactory performance):

If applicable, prior discussion or warning on this subject (oral, written, dates):

Statement of company policy/master agreement on this subject:

Summary of corrective action to be taken (include dates for improvement and plan for follow-up):

Consequences of failure to improve performance or correct behavior:

Employee comments (continue on reverse if necessary):

Employee  
Signature: \_\_\_\_\_

Date:

Supervisor  
Signature: \_\_\_\_\_

Date:

Distribution: One copy to Employee, one copy to Supervisor.