

Employee Progressive Discipline Record

☐ Verbal Warning ☐ Written Warning ☐ Performance Improvement Plan
☐ Final Warning ☐ Termination

Employee Name:	Job Title:
Department:	Supervisor:
Date:	Vice President:

The purpose of this document is to bring to your attention new or ongoing deficiencies in your conduct and/or performance. The intent is to define for you the seriousness of the situation so that you may take immediate corrective action. This completed document will be placed in your personnel file.

Reason: (unsatisfactory performance/behaviors):
Prior discussion or warnings on this subject (verbal/written, dates):
Corrective action (Attach Performance Improvement Plan, if applicable):
Consequences of failure to improve performance or correct behavior: Failure to comply with this corrective action plan may result in further disciplinary action up to and including termination.

The above has been discussed with me by my supervisor. I understand the contents and acknowledge and understand the corrective action required. I also acknowledge and understand the potential consequences of noncompliance.

Signatures:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Division/Dept. Manager: _____ Date: _____