

# Employee Discipline Form

Employee's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

## Description of Incident:

- ☐ Poor Attitude
- ☐ Poor Performance
- ☐ Improper Behavior
- ☐ Late/Tardy: by how much?
- ☐ Absence
- ☐ Other:

## Details:

Date & Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Witnesses to Incident: \_\_\_\_\_

Was this incident in violation of a co. policy? ☐ Yes ☐ No

- If yes, specify which policy and how it was violated:

What action will be taken against the employee?

Has the impropriety of the employee's actions been explained to the employee? ☐ Yes ☐ No

Did the employee offer any explanation for the conduct? ☐ Yes ☐ No

- If so, what was it?

Recommended Improvements:

Consequences of future violations:

Name of Officer preparing report: \_\_\_\_\_

Signature of Officer \_\_\_\_\_

*(Employee) My signature indicates I have received and understand this disciplinary action.*

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