TEMPCO

Internal Document

Employee Disciplinary Action

Name: _____ **Date of Disciplinary Action:** _____

Department: _____ **Department Manager:** _____

Date of Violation: _____ **Time of Violation:** _____ **Place Violation Occurred:** _____

Counseling Step: ☐ 1st ☐ 2nd ☐ 3rd

NATURE OF VIOLATION:

☐ ABSENTEEISM ☐ TARDINESS / LEAVING EARLY ☐ VIOLATION OF COMPANY RULES ☐ OTHER

☐ SAFETY HABIT ☐ INSUBORDINATION ☐ SUBSTANDARD WORK

PRIOR WARNINGS: Has employee been counseled previously about the same nature of violation? ☐ Yes ☐ No

1ST WARNING: **Date:** _____ **Issued by:** _____ ☐ Verbal ☐ Written

2ND WARNING: **Date:** _____ **Issued by:** _____ ☐ Verbal ☐ Written

3RD WARNING: **Date:** _____ **Issued by:** _____ ☐ Verbal ☐ Written

EMPLOYER / SUPERVISOR REMARKS:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

EMPLOYEE'S REMARKS: I agree with the statement of facts described above. ☐ Yes ☐ No ***If NO, please state your reasons:***

_____

HAS EMPLOYEE COMMITTED TO IMPROVE? IF YES HOW?

_____

ACTION TO BE TAKEN: ☐ VERBAL WARNING ☐ WRITTEN WARNING ☐ 2ND WARNING ☐ SUSPENSION ☐ DISCHARGE

Explanation for Action to be Taken:

_____

_____

_____

I have read this Employee Disciplinary Action Report thoroughly and understand it. ☐ Employee declined to sign

_____
Employee's Signature Date

_____
Supervisor's Signature Date

_____
Department Manager's Signature Date

_____
Human Resource's Representative's Signature Date

Distribution of Copies:

☐ Employee ☐ Supervisor ☐ Personnel File