

## **DISCIPLINARY ACTION FORM**

EMPLOYEE: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_  
POSITION: \_\_\_\_\_

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### **VIOLATION**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Attendance<br><input type="checkbox"/> Unauthorized Absence<br><input type="checkbox"/> Tardiness<br><input type="checkbox"/> Insubordination<br><input type="checkbox"/> Conduct:<br><input type="checkbox"/> Endangerment to others: | <input type="checkbox"/> Vile, Foul or Abusive Language<br><input type="checkbox"/> Safety/Carelessness<br><input type="checkbox"/> Willful Damage to District Property<br><input type="checkbox"/> Harassment<br><input type="checkbox"/> Falsification of Documentation<br><input type="checkbox"/> Other | <input type="checkbox"/> Violation of District Policy:<br>(indicate policy) |
|---|---|---|

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### **VIOLATION STATEMENT** (attach any supporting documentation)

**Date of Violation:** \_\_\_\_\_

**Time of Violation:** \_\_\_\_\_

**Place of Violation:** \_\_\_\_\_

**Statement of the Violation:**

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**Reported by:**

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**Other Individuals who may have information:**

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**Supporting Evidence, if any (please describe; attach copies of any documentation):**

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**Employee's Comments:**

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**Signed by Supervisor Issuing Action**

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**Date**

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**Position**

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### **TYPE OF ACTION:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Verbal Warning<br><input type="checkbox"/> Written Warning<br><input type="checkbox"/> Administrative Leave w/Pay | <input type="checkbox"/> Sent Home w/out Pay<br><input type="checkbox"/> Suspension without pay:<br><input type="checkbox"/> Termination: | <input type="checkbox"/> Violation of District Policy:<br>(indicate policy) |
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**Corrective Actions to be Taken / Timeframe:**

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**Next Action Step if Problem Continues:**

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**Follow up**

☐ Two weeks      ☐ One month      ☐ Three months      ☐ Six months

I acknowledge receipt of this disciplinary action and that its contents have been discussed with me. I understand that my signature does not necessarily indicate agreement and that refusal to sign will not invalidate the disciplinary action. I understand that this form will be placed in my personnel file. I further have been informed that I may submit a written response to the information in this form, and that my written response will also be kept in my personnel file.

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Employee Signature

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Date

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Manager/Supervisor Signature

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Date

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Witness's Signature

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Date

*Copies of the above disciplinary action and any attachments should be provided to the Employee. Originals will be made part of the above employee's permanent file.*