

EMPLOYEE WARNING

Employee Name: _____ Today's Date: _____

THE ABOVE NAMED EMPLOYEE WAS HELPED TO UNDERSTAND THE FOLLOWING CONCERN AND AGREED TO CORRECT THIS OR WAS DISCIPLINED AS INDICATED

Date: _____

SAFETY RULE / POLICY VIOLATION

ABSENTEEISM

Time: _____

UNSATISFACTORY WORK

TARDINESS / LEAVING WORK EARLY

Place: _____

INSUBORDINATION

DAMAGE TO COMPANY PROPERTY

OTHER

DESCRIPTION OF THE EVENT

BE SPECIFIC: WHO DID, WHAT, WHEN, WHERE? WHAT WAS THE CONSEQUENCE? WHAT IS YOUR EVIDENCE?

EMPLOYEE'S REMARKS OR STATEMENT

ACTION AND / OR COUNSELING

Constructive Counseling
What the Employee Must Do

VERBAL WARNING

SUSPENSION

OTHER

WRITTEN WARNING

TERMINATION

I HAVE READ AND UNDERSTAND THIS IMPROVEMENT ACTION REPORT

EMPLOYEE'S SIGNATURE _____ DATE _____ SUPERVISOR'S SIGNATURE _____ DATE _____

WITNESS IF EMPLOYEE REFUSES TO SIGN _____ DATE _____ SUPERVISOR'S SIGNATURE _____ DATE _____