

EMPLOYEE DISCIPLINARY REPORT

COMPANY NAME _____ DATE (of occurrence) _____

EMPLOYEE'S NAME _____ S.S.# _____

Position: _____ Supervisor on Duty _____

Warning# 1 2 3 4

OFFENSE:

- | | |
|--|--------------------------------------|
| 1. () Absence (unreported, excessive) | 6. () Insubordination |
| 2. () Destruction of company property | 7. () Leaving work without approval |
| 3. () Failure to obey orders | 8. () Tardiness |
| 4. () Improper conduct | 9. () Violation of company rules |
| 5. () Fighting on company premises | 10. () Other (explain below) |

Facts leading to the warning: (Be specific and include previous verbal warnings, detailed explanation of incident, date/time of incident, witness, rule violated, etc.) _____

Corrective action to be taken by employer: _____

Next disciplinary step _____

Comments: _____

Supervisor (signature)

Employee (signature)

Witness (must have signature)

Date signed

EMPLOYEE SEPARATION FORM

COMPANY NAME _____ DATE (of separation) _____

NAME _____

S.S.# _____ Hours worked Final Pay Period _____

Last (physical) Day Worked _____ Employee Indebted to Company \$ _____

Job Title _____

Employee has Company Property

Keys _____ Uniform _____ Other _____

Explain _____

TYPE OF SEPARATION

1. LAYOFF / LACK OF WORK

2. QUIT

Illness _____ Moving _____ Spouse change in job _____ Maternity _____ Personal _____

Travel is too far _____ Other employment _____ Where _____

Retirement _____

Other – (Explain in detail) _____

3. DISCHARGE

Intoxication _____ Absenteeism _____ Tardiness _____ Insubordination _____

Fighting _____ Infraction of rules _____ Failure to follow instructions _____

Misconduct _____ Unauthorized use or removal of company property _____

Other – (Explain in detail) _____

SUPERVISOR'S STATEMENT: _____

Supervisor (signature)

Employee (signature)

Witness (must have signature)

Date signed