



**DePaul University  
Human Resources  
Progressive Disciplinary Action Form**

**Please review the Progressive Discipline Policy prior to issuing any Progressive Discipline counseling. The policy can be found at: [policies.depaul.edu](http://policies.depaul.edu)**

Date: \_\_\_\_\_ Empl ID#: \_\_\_\_\_ Employee Name \_\_\_\_\_

Hire Date: \_\_\_\_\_ Department: \_\_\_\_\_

Dept. Manager: \_\_\_\_\_ Manager ID: \_\_\_\_\_

Date of Counseling: \_\_\_\_\_

**Reason for counseling: (Please attach additional documentation for further explanation)**

**Prior discussion or counseling issued (indicate oral/ written and date of issue):**

**Employee Comments/Remarks: Employee may attach additional documentation**

Employees please note: Failure to improve conduct and/or performance, or further violations of policy will result in additional disciplinary action up to and including discharge. Signing this counseling form does not necessarily indicate your agreement with this record but indicates that it has been reviewed with you.

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

\_\_\_\_\_  
Manager's Signature                      Date

\_\_\_\_\_  
Date HR Received

Revised: 3/31/15