

DISCIPLINARY ACTION FORM

Name of Employee: _____ ID#: _____

I. Disciplinary Action

- | | | | |
|--------------------------------------|--------------------------------------|--|---|
| ☐ Tardiness | ☐ Absenteeism | ☐ Insubordination | ☐ Work Performance |
| ☐ Dress Code | ☐ Safety | ☐ Substance Abuse | ☐ Policy Violation |
| ☐ Other _____ | | | |

If applicable, please list the Washington College Conduct Policy(s) violated:

II. Details of Occurrence (Attached additional sheet if necessary) Date of Occurrence: _____

III. Has this or a similar infraction occurred before?

☐ No ☐ Yes If yes, please provide the details below and attach prior disciplinary actions.

First Occurrence Date: _____ Action Taken: _____

Second Occurrence Date: _____ Action Taken: _____

Third Occurrence Date: _____ Action Taken: _____

IV. Corrective action to be taken:

- | | | | |
|--|--|--|--|
| ☐ Verbal Counseling | ☐ Written Warning | ☐ Disciplinary Suspension | ☐ Final Warning |
| ☐ Counseling with Human Resources | ☐ Termination | Termination Date: _____ | |

V. Expected Improvement: _____

Consequence for unsatisfactory improvement and/or further disciplinary actions:

- ☐ Verbal Counseling ☐ Written Warning ☐ Disciplinary Suspension ☐ Final Warning ☐ Termination

Supervisor Signature: _____ Date: _____

VI. Employee Statement: _____

I acknowledge by my signature below that I have been given the opportunity to present my views and explanations and I am signing this review prior to it being placed in my personnel file. I also understand the corrective actions to be taken by my supervisor and consequences if my improvement is unsatisfactory or I receive further disciplinary actions.

Employee Signature: _____ Date: _____