

DISCIPLINARY ACTION

Employee: _____

Date: _____

Department/Division: _____

Level of disciplinary action (check appropriate box):

- 1. Verbal warning
- 2. Written warning
- 3. Corrective review/probation

List performance issues:

List expected corrective measures:

Employee is being given every opportunity to positively perform the duties of the position in a satisfactory manner. Failure to comply with the above listed directives may result in further disciplinary action up to and including immediate termination.

If, at any time during or after the time frame indicated in the probationary period, the employee fails to meet satisfactory performance standards, the employee will be terminated. The probationary period is not a guarantee of employment for any period, nor should it be construed as providing any contractual benefit to the employee.

Time period for probationary action: _____ days. Review date: _____

Signed and dated this _____ day of _____, 20 _____

Employee: _____

Division Director: _____

Human Resources: _____