

Employee Disciplinary Report

Instructions

1. Circle type of disciplinary action
2. Circle number of offenses (1 2 3 4 5)
3. Fill in Employee Name, Department and Date
4. Place a \checkmark mark by type of offense
5. Remarks - explain offense in detail
6. Supervisor signature and date is required
7. Employee signature and date indicating that he/she read and understands contents of report
8. Witness needed only if employee refuses to sign
9. Department Manager's signature and date
10. Division Director's signature and date
11. Forward original form to Human Resources Department for Human Resources Manager signature and date