

EMPLOYEE NOTICE OF DISCIPLINE

Employee Name:

Work Location:

Date of Discipline Action
Given:

Employee ID #:

Date of Occurrence:

Supervisor Issuing Action:

VIOLATIONS

- | | |
|--|---|
| ☐ Attendance | ☐ Vile, Foul or Abusive Language |
| ☐ Violation of District Policy: | ☐ Unauthorized Absence |
| ☐ Safety/Carelessness | ☐ Tardiness |
| ☐ Willful Damage to District Property | ☐ Insubordination |
| ☐ Harassment | ☐ Conduct |
| ☐ Falsification of Documentation | ☐ Endangerment to others |
| ☐ Other | |

Policy Number (if applicable):

VIOLATION STATEMENT (ATTACH ANY SUPPORTING DOCUMENTATION)

Date of Violation: _____

Place of Violation: _____

Statement of Violation:

DISCIPLINARY ACTION

☐ Oral Reprimand

☐ Written Reprimand

☐ Sent Home w/out Pay

☐ Suspension without pay

☐ Administrative Leave w/Pay

☐ Recommendation for Termination

Number of days (if applicable): _____

CORRECTIVE ACTIONS TO BE TAKEN

Corrective Actions/Timeframe:

I have read this Notice of Discipline and understand it. (Employee needs to sign

☐ **each page of supporting documentation also to verify they have been made aware of that)**

☐ **Employee refused to sign this form and all attached documentation**

Employee's Signature

Date

Supervisor's Signature

Date

Witness's Signature

Date

The above disciplinary action has been noted and this form will be made part of the above employee's permanent file, as of this date.

CE Program Coordinator

Date

Department Head

Date