Notice of Personnel Action

EMPLOYEE'S NAME	TELEPHONE	DATE OF HIRE
CURRENT ASSIGNMENT	DATE OF WARNING	

TYPE OF INFRACTION

☐ NO CALL/NO SHOW ☐ INSUBORDINATION ☐ INTOXICATION ☐ PROFANITY
☐ DISOBEDIENCE ☐ CARELESSNESS ☐ IMPROPER ATTIRE ☐ OTHER _____
☐ TARDINESS ☐ INATTENTION ☐ SAFETY

☐ FILE INFORMATION ONLY
No Formal Infraction Occurred
☐ ATTENDANCE
☐ REFUSAL OF WORK
☐ COUNSELING
☐ OTHER_____

DETAILS OF INFRACTION

Infraction date_____ Infraction time A.M./P.M. _____ Place occurred _____

Witness to infraction _____

Details of infraction _____

_____

_____

_____

_____
Signature of individual who detailed infraction Date

EMPLOYEE STATEMENT

Check proper box: ☐ I agree with the statement above ☐ I disagree with the statement above for the following reason:

_____

_____

_____

_____
Signature of Employee Date

PREVIOUS WARNINGS
(History of warnings issued for same or similar infractions)

1ST WARNING	2nd WARNING	3RD WARNING
Date: _____	Date: _____	Date: _____
Type of infraction: _____	Type of infraction: _____	Type of infraction: _____

NEXT DISCIPLINARY STEP

☐ Verbal counseling (Information only) ☐ Written reprimand ☐ Suspension for _____ work days
☐ Reassignment ☐ Final warning to remain in effect for _____ days ☐ Termination
☐ Other _____

_____

I HAVE READ THE ABOVE DECISION AND UNDERSTAND IT

_____
Signature of employee Date