

PROGRESSIVE DISCIPLINARY ACTION FORM

Employee name	
Position/Department	
Reporting to	
Date	

Incident information

Date		Time		Location	
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Incident type

Job Performance		Professionalism		Insubordination	
Competence		Attendance/Reliability		Other	

Incident details (has the employee been counselled before on this or similar occurrence?):

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Corrective action taken

x	Action taken	Comments
	Verbal warning (documented)	
	Written warning (documented)	
	Suspension	
	Termination	
	Other (include documentation)	

Department Head's Signature: _____ Date: _____

Notice to employee: You have been given this notice to impress upon you the seriousness of the incident noted above. We are confident that you will correct this situation. However, if this type of incident re-occurs, you will be subject to further disciplinary action, up to and including termination of employment.

Employee's comments

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By signing below, I acknowledge that I have received a copy of the above notice of discipline and that the job performance requirements have been explained to me.

Employee's Signature: _____ Date: _____