

## EMPLOYEE DISCIPLINARY RECORD

<b>Name:</b>	<b>Date of infraction:</b>
<input type="checkbox"/> 1st warning <input type="checkbox"/> 2nd warning <input type="checkbox"/> suspension <input type="checkbox"/> termination	
<b>If suspension is in order, specify for how long:</b> _____ days	
<b>Details of the infraction:</b>	
<b>Was the level of discipline expedited because of the terms of the infraction?</b> <input type="checkbox"/> yes <input type="checkbox"/> no	
<b>Was the employee in question aware of their infraction?</b> <input type="checkbox"/> yes <input type="checkbox"/> no	
<b>Explain, in their words, the justification for their actions:</b>	
<b>Was the employee made aware of the consequences of their actions?</b> <input type="checkbox"/> yes <input type="checkbox"/> no	
<b>Are further investigative steps required?</b> <input type="checkbox"/> yes <input type="checkbox"/> no	
<b>Specify any corrective actions required because of this infraction:</b>	
<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>
<b>Management Signature:</b>	<b>Date:</b>
This record is to be retained on the employee's personnel file for a period of _____ days/months ( <i>circle</i> ).	