Request for Disciplinary Action

Date of Letter: ___________________ Employee Name: _______________________

Supervisor Name: ___________________ Violation Date(s): ____________________

☐ Confirmation of Discussion/Meeting
☐ Letter of Concern
☐ Verbal Warning
☐ Written Warning
☐ Request for Due Process Meeting

Coach & Counsel
Coach & Counsel
Stage I of Discipline
Stage II of Discipline
Possible Suspension/Termination

Examples of Violations:
☐ Abusive Sick Leave Pattern
☐ Unpaid Leave Status
☐ Tardiness
☐ Failure to Use Proper Call-In Procedure (No Call/No Show)
☐ Failure to Complete Job Assignment
☐ Failure to Remain on Job Site
☐ Failure to Follow Supervisor’s Instructions
☐ Violence in the Workplace (Verbal or Physical Abuse)
☐ Safety Violation (Not Wearing Uniform/Safety Shoes)
☐ Sleeping on the Job
☐ Other, please explain: ________________________________

List specific details of violation: (e.g. Has Supervisor discussed policy with employee previously? If so, include date of conversation. Did employee leave message on voice mail, or actually talk to Supervisor over the phone? If so, include date, etc.)

________________________________________________________________________

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Supervisor Signature: __________________________

k:\adminforms\Disciplinary Action Form
# On-the-Spot Incident Report

## Employee Information
- **Name:**
- **Department:**
- **Title:**
- **Supervisor:**

## Date of Report:

## Incident Information
- **Date/Time of Incident:**
- **Location of Incident:**

## Nature of Incident:
- [ ] Violence in the Workplace (Verbal or Physical)
- [ ] Sleeping on the Job
- [ ] Safety Violation (No Uniform/Safety Shoes)
- [ ] Failure to follow Supervisor’s Instructions
- [ ] Unauthorized, Unpaid Leave Status
- [ ] Failure to Remain on Job Site
- [ ] Failure to Complete Job Assignment
- [ ] Failure to Use Proper Call-in Procedure (No Call/No Show)
- [ ] Unapproved late arrival and/or early departure
- [ ] Other:

### Detailed description of Incident:

### Witnesses to the Incident:

## How did the Incident come to the reporters attention?
- [ ] Direct Observation
- [ ] Information provided by Lead Worker
- [ ] Information provided by Management
- [ ] Information provided by Co-Worker
- [ ] Information provided by Other

### Name:

## Action Taken

### Has the impropriety of the employee’s actions been explained to the employee?
- [ ] Yes
- [ ] No
- **If yes, when?**

### Did the employee offer any explanation for the conduct? If so, what was it?

## Signatures
(The signature of the employee acknowledges receipt of this form; it does not mean agreement with its content.)

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<tr>
<th>Signature of the person preparing the report</th>
<th>Signature of the employees</th>
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| Date: | Date: |

## Copies to:
- [ ] Employee
- [ ] Supervisor
- [ ] Manager
- [ ] Director
- [ ] HR
- [ ] Union
# On-the-Spot Recognition Report

## Employee Information
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<td>Title:</td>
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## Event Information

**Date/Time of Event:**

**Location of Event:**

**Nature of Event:**
- [ ] Excellent Customer Service
- [ ] Exceeding Job Assignment
- [ ] Accident Prevention
- [ ] Outstanding problem solving in a difficult situation
- [ ] Valuable suggestion to improve work process/procedure
- [ ] Other: _______________

**Description of Event:**

**Witnesses to the Event:**

**How did the Event come to the reporter’s attention?**
- [ ] Direct Observation
- [ ] Information provided by Lead Worker
- [ ] Information provided by Management
- [ ] Information provided by Co-Worker
- [ ] Information provided by Other

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## Action Taken

**Has the integrity of the employee's actions been explained to the employee?**
- [ ] Yes
- [ ] No

**Did the employee offer any details about the Event? If so, what are they?**

**If formal recognition is recommended for this situation, on what basis?**
- [ ] Employee's behavior sets an excellent example for others
- [ ] Employee saved time and/or money
- [ ] Employee went above & beyond job duties
- [ ] Employee prevented accident
- [ ] Other Reason: _______________

**What level of recognition is recommended?**
- [ ] Mention at the next staff meeting
- [ ] Mention in the department newsletter
- [ ] Letter of Commendation for the Personnel File
- [ ] Other: _______________

## Signatures

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