



Lighting Electrical

Disciplinary Action Report

Employee Name:

Job Title:

Date(s) of Offense:

Department:

Progressive Discipline Level:

Verbal Warning

Written Warning

Suspension Without Pay

Details of Suspension:

Additional disciplinary action up to and including termination of employment may be taken if the employee fails to make immediate and sustained corrective improvements.

Start Date:

End Date:

Return to Work:

Incident Description and Supporting Details:

Actions Necessary to Bring About Improvement: (List expectations with any specific directions or training that may be applicable):

Employee Acknowledgment: *I have received a copy of this notification. It has been explained to me, and I have been advised to take time to read it before I sign. My signature acknowledges receipt of document, but not necessarily agreement with the statement made in it .*

Employee (signature): _____ Date:

Manager (signature): _____ Date:

HR Director (signature): _____ Date:

Copy: Employee

Original: Personnel File