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