

Progressive Disciplinary Action Form

Date:

Employee Name:

Department:

- Notice of Verbal Warning
- Notice of Written Warning
- Notice of Final Written Warning
- Notice of Termination

Statement of the problem: (violation of rules, policies, standards, practices, or unsatisfactory performance)

Prior discussion or warning on this subject: (oral, written, dates)

Statement of Library or City Policy on this subject:

Summary of corrective action to be taken:

Consequences of failure to improve conduct or correct performance:

Employee comments: (continue on reverse if necessary)

Employee Signature _____ Date _____

Library Director Signature _____ Date _____

Witness: _____ Title: _____ Date: _____

NOTE: The employee's signature indicates that the notice has been given. It does not necessarily imply agreement with contents.
The employee receives a copy of the Disciplinary Action Form.
The Witness signature is only necessary for Written Warnings or Termination.