



STARKE COUNTY, INDIANA

Progressive Disciplinary Action Report

NAME: DATE:

JOB TITLE: DATE(S) of OCCURRENCE:

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Depending upon the nature of the offense, the management of GHL_Y7 ci bhm; cj Yfa Ybhreserves h Yf][\ lz at its discretion, to skip any steps.

Verbal Warning

Written Warning

Suspension

Termination

Number of days _____

Date of expected return _____

Absence

Safety Violation

Tardiness

Policy Violation

Conduct

Substandard Performance

Other _____

Explanation: Please provide specific details and facts of the situation. Use additional paper, if needed.

Goals or Actions to Correct the Behavior(s): Please provide specific details and facts of the situation. Use additional paper, if needed.



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Timeline(s) for Goals or Actions to be implemented by the Employee:

Should your record continue to be unacceptable in the above area(s), the following disciplinary action(s) will be taken depending upon the situation):

Verbal Warning

Written Warning

Suspension

Termination

Date to follow-up with the employee to review goals or actions: _____

EMPLOYEE'S COMMENTS: Please use additional paper, if needed.

EMPLOYEE SIGNATURE:

You are formally being warned to bring to your attention the severity of this situation. Failure to correct this behavior and/or further violation of the policies will result in additional disciplinary action, up to and including termination of employment. By signing below you acknowledge that you have received this notice. It does not necessarily mean that you agree with the information as written.

*Employee's Signature: _____ Date: _____

Printed Name: _____

MANAGEMENT'S SIGNATURE:

Manager's Signature: _____ Date: _____

Printed Name: _____

*Note to Management: If the employee refuses to sign this document, write the words "refuses to sign" in place of the employee's signature.



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Management's Instructions: Do not share this page with the employee.

When documenting employee progressive disciplinary action, it is helpful to use the following steps:

1. **FACTS:** List only facts, not opinions. Give concrete examples, when possible, to document the incorrect behavior. Staple policies, procedures or any other related documents supporting your facts to the progressive disciplinary action report form.
2. **OBJECTIVES:** What is the desired outcome? What do you expect? You may want to cite a portion of the job description or policy.
3. **SOLUTIONS:** How do you suggest that he or she improves their performance: Does the employee have any suggestions? You may offer additional training, review of procedures, etc.
4. **ACTION:** Tell the employee in writing that he or she is receiving a verbal warning, written warning, etc. today, explain the consequences of further deficiencies and set a date to review his or her progress towards obtaining the goals and/or corrective actions.

Please use additional forms if the employee has more than one area that needs improvement. Example: Use one form for tardiness issues and another form for substandard performance issues.

The employee must sign the progressive disciplinary action form to acknowledge receipt. If the employee refuses to sign write "refused to sign" and sign your name as a witness.

Give a signed copy of the document to the employee and the original should be placed in the employee's personnel file.