



DISCIPLINE REQUEST FORM

Requested by:	Title:	Employee's Assigned Work Location:
Discipline for:	Title:	On Trial Period: <input type="checkbox"/> Yes <input type="checkbox"/> No

TYPE OF ISSUE, PROBLEM, OR MISCONDUCT

☐ Behavioral ☐ Performance ☐ Time & Leave Management ☐ Other _____

STEP OF PROGRESSIVE DISCIPLINE REQUESTED

STEP 1:

☐ Coaching

STEP 2:

☐ Written Reprimand
☐ Suspension Without Pay
☐ Involuntary Demotion

STEP 3:

☐ Termination

SPECIFIC INSTANCES OR ACTS OF MISCONDUCT

(Unprofessional/Disrespectful, Not Meeting Deadlines, Continuous Errors, Continuous Tardiness, Excessive Calling In):

POLICIES, RULES, OR LAWS THAT WERE VIOLATED:

Policies, Rules, or Laws that were violated:

Include the date for each instance. List each instance by most recent.



DISCIPLINE REQUEST FORM

Include the date for each instance. List each instance by most recent. (CONTINUED)

SUPPORTING DOCUMENTATION

List of attached documentation and each instance they correlate with:

SUPERVISOR ATTEMPTS TO ADDRESS THE PROBLEMS

What actions have you taken to help the employee address the issues?

What response did the employee provide when asked about the issues?

Previous Discipline:

☐ Coaching ☐ Written Reprimand ☐ Other _____

Director's approval signature:

Date:

Date completed and/or submitted to HR: