

## Employee Disciplinary Form

☐ Moorhead Campus

☐ Greenville Center

☐ Greenwood Center

☐ Indianola Center

### Employee Information

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Employee ID No. \_\_\_\_\_

Department \_\_\_\_\_

Job Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

### Level of Offense

☐ First Warning

☐ Second Warning

☐ Final Warning

### Type of Offense

☐ Absenteeism

☐ Insubordination

☐ Rudeness to Customers/Coworkers

☐ Tardiness/Leaving Early

☐ Violation of Company Policies

☐ Violation of Safety Rules

☐ Other (specify) \_\_\_\_\_

### Details

**Description of Infraction:**

**Plan for Improvement:**

**Consequences of Further Infractions:**

### Acknowledgement of Receipt

*By signing this form below, you confirm that you understand the disciplinary action noted above. You also confirm that you and your immediate supervisor have discussed the matter and a plan for improvement. Signing this form does not necessarily indicate that you agree with the disciplinary action.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

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