

Disciplinary Record and Corrective Action

Name of Employee:	Date:
Work Area:	Position:
What is the employee being reprimanded for? <input type="checkbox"/> Conduct <input type="checkbox"/> Production <input type="checkbox"/> Timeless/Tardiness <input type="checkbox"/> Safety <input type="checkbox"/> Other	
Explanation:	
What is expected of this employee in response to this reprimand?	
How will supervision assist the employee?	
Has the employee been warned about this before? <input type="checkbox"/> YES <input type="checkbox"/> NO / <input type="checkbox"/> Written <input type="checkbox"/> Verbal	
Date of earlier reprimand and by whom:	
Supervisor's Name: _____	
Supervisor Signature: _____	
Comments:	