



EMPLOYEE DISCIPLINARY ACTION NOTICE

EMPLOYEE: _____ HIRE DATE: _____

STORE LOC: _____ POSITION: _____

MANAGER: _____ TODAYS DATE: _____

Note: Some offenses may be subject to immediate termination

TYPE OF ACTION:

- Verbal Warning/Coaching
- First Written Warning
- Second Written Warning
- Suspension: Begins: _____ Ends: _____
- Final Written: Date of Incident: _____

Date(s) of Incident: _____

Description of the Incident(s) or Behavior(s):

Supporting Evidence, if any (please describe; attach copies of any documentation):

Employee's Comments:

Corrective Action Plan:

Next Action Step if Problem Continues:

Follow up

- Two weeks One month Three months Six months

I acknowledge receipt of this disciplinary action and that its contents have been discussed with me. I understand that my signature does not necessarily indicate agreement and that refusal to sign will not invalidate the disciplinary action. I understand that this form will be placed in my personnel file. I further have been informed that I may submit a written response to the information in this form. Portables reserves the right to determine the appropriate level of discipline for any performance or conduct issues; including oral and written warnings. Each case is to be considered on an individual basis.

Employee Signature

Date

Manager/Supervisor Signature

Date