

Facilities Management Discipline Action Report

Date:

Verbal Warning

1st Written Warning

2nd Written Warning

Date of Incident

Employee Name _____

Department/Supervisor _____

What behavior was observed that caused this disciplinary action? (What happened, when, where?)

Who observed the behavior?

What policy or work rule was violated?

What effect did the employee's behavior have on the University?

What actions are going to be taken?

What is the expected behavior of the employee in the future?

What are the consequences for failure to correct this behavior?

Employee's Comments:

Date: _____ Employee Signature _____

Date: _____ Supervisor Signature _____

Date: _____ Witness Signature _____