

DISCIPLINARY NOTICE TO EMPLOYEE

Conduct and/or Performance

Employee Name _____ Program _____

Date of Notice _____ Date of Infraction _____ DOH: _____

Type of warning

Verbal (Documented) (1st)

Performance Improvement Plan (3rd)

2-day Suspension Yes No

Paid Yes No

Written Warning (2nd)

Termination (4th)

=====

Your conduct was unacceptable on _____ for the following reasons: (Summarize events, infractions, violations) _____

Your work performance was unsatisfactory on _____ for the following reasons. (Summarize events, infractions, violations) _____

List policies and/or procedures violated, be specific.

Summary of Corrective Action Plan (CAP) and/or Performance Improvement (PIP)

Specific plan for improvement, time frame, date of follow-up meeting, etc.:

I understand that failure to comply with the CAP and/or PIP described herein **or** any subsequent infractions or violations may result in further disciplinary action, up to and including termination.

Employee's Signature

Supervisor's Signature

Date

Date

