

**Employee Disciplinary Notice**

Level of Progressive Discipline

( ) Verbal Warning ( ) Written Warning ( ) Final Warning ( ) Termination

**Employee Information**

Name Of employee: \_\_\_\_\_

Employee's Job Title: \_\_\_\_\_

**Incident Information**

Date/Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

\_\_\_\_\_

Witnesses to Incident: \_\_\_\_\_

**Action Taken**

What action will be taken against the employee? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the impropriety of the employee's actions been explained to the employee? **Yes** **No**

Did the employee offer any explanation for the conduct? If so, what was it? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature/Date of person preparing report: \_\_\_\_\_

Signature/Date of Employee: \_\_\_\_\_

Disciplinary action is sometimes necessary when an employee's behavior is negatively impacting his or her work, his or her coworkers' work, or the workplace. This disciplinary warning form documents the discipline warning. This disciplinary warning form also documents and records the coaching or counseling discussion that accompanied the discipline warning. Submit form by mail or email to [hr@issny.org](mailto:hr@issny.org)

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