EMPLOYEE DISCIPLINE NOTICE

Name:				Payroll #:	
Company:					
Job #:		Date & Time:		# of Previous Warnings:	

	INFRACTION	DETAILS
☐	Insubordination	
☐	Safety Infraction	
☐	Failure to Report Off	
☐	Poor Work	
☐	Absenteeism	
☐	Lateness	
☐	Conduct	
☐	Unfit to Work	
☐	Other (specify)	

Name of Union Steward/Suitable Witness present during the discussion of this incident:

_____

	ACTION TAKEN:	EFFECTIVE:	
☐	Verbal Warning	Date:	
☐	Written Warning	Date:	
☐	Suspension	Duration:	
☐	Dismissal	Date:	

SIGNATURES

I have read and understand this Discipline Notice.

Employee's Signature	Date	Supervisor's Signature	Date
Steward's/Witness' Signature	Date	Project Manager or HR Signature	Date