EMPLOYEE DISCIPLINE NOTICE

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

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

Was the Union Steward/Suitable Witness present during the discussion of this incident?

☐ Yes ☐ No

Name of Steward: _____

ACTION TAKEN:		EFFECTIVE:	
☐	Warning	Date:	
☐	Time Off	Duration:	
☐	Discharge	Date:	

SIGNATURES

I have read and understand this Discipline Notice.

Employee's Signature	Date	Supervisor's Signature	Date
Steward's Signature	Date	Project Manager's Signature	Date