

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