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|  EMPLOYEE VERBAL CONSULATION - DISCIPLINE FORM – DISCUSSION – POSITIVE ACTION |
| Employee Name: | Date: |
| Supervisor Name: |
| Department: |
| Title: |
| Verbal Warning Written Warning Probation Suspension w/pay w/o pay Dismissal |
| Previous discipline meeting was held on: Discussion |
| **1. Your behavior/actions have been found unsatisfactory for the following reasons:**Lateness Rudeness to customers/employees Substandard work Willful damage to equipment Fighting Policy violationFailure to follow instructions Improper language Carelessness Absenteeism Failure to follow procedure Safety rules violationInsubordination Quantity of work produced Intoxication/Illegal drugs Overall performance Leaving without permissionOther (specify): |
| **2. Previous meetings regarding this behavior were held on:**Verbal Warning Date: Written Warning Date:Probation Date: Suspension Date: |
| **3. The latest incident occurred on: Description of incident:**Date: Time: Place: |
| **4. The following corrective action must be taken by the employee:** |
| **5. Deadline:** |

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| **6. If corrective action is not taken, the consequence will be:**Last written warning SuspensionLast chance Termination Other (specify):Discussion: |
| **7. Follow-up meeting will be held on:** |
| Employee comments: |
| Supervisor comments: |
| Employee signature: | Date: |
| ***Note:*** *Your signature on this form means that we have discussed the situation. It doesn’t necessarily mean you agree that the infraction occurred. This will become part of my permanent employee record.* |
| Supervisor signature: | Date: |
| Cc: Employee SupervisorHuman Resources/Personnel File |