DISCIPLINARY REPORT

Name: ____________________ Dept: ____________________ Date: ____________________
Date of Occurrence: _______ Supervisor: _______ Location: ____________________

ACTION TAKEN: CHECK THE APPROPRIATE ITEM BELOW:

VERBAL WARNING ___________ SECOND WRITTEN WARNING ___________
FIRST WRITTEN WARNING ___________ TERMINATION ________________

(Depending on the nature of the offense, ASA College reserves the right to skip any steps at its discretion)

DESCRIPTION OF ISSUE:

☐ ABSENCE ________________________________
☐ TARDINESS ______________________________
☐ CONDUCT ________________________________
☐ POLICY VIOLATION ________________________
☐ SUBSTANDARD PERFORMANCE __________________
☐ OTHER ________________________________

Should your record continue to be unacceptable in the above area(s), ASA will find it necessary to take the following disciplinary action (or more depending on the situation)
Check the appropriate action:

☐ FIRST WRITTEN WARNING ______________________________
☐ SECOND WRITTEN WARNING ______________________
☐ TERMINATION ________________________________

Employee Comments:
________________________________________________
________________________________________________
________________________________________________

You are formally being warned to bring your attention to the severity of this situation. Failure to correct this behavior and/or further violation of company policy will result in additional disciplinary action up to and including discharge. By signing below you acknowledge that you have receive this notice.

SUPERVISOR: ____________________ EMPLOYEE: ____________________