

# NOTICE OF DISCIPLINARY ACTION

Employee: \_\_\_\_\_

Date of Hire/Seniority: \_\_\_\_\_

Department: \_\_\_\_\_

Assessed: \_\_\_\_\_

Date & Time

Action Taken: \_\_\_\_\_ Written Reprimand

\_\_\_\_\_ Suspension

\_\_\_\_\_ Discharge

Description of Misconduct:

Return to Work: \_\_\_\_\_

Copy to Employee \_\_\_\_\_

Date & Time

\_\_\_\_\_  
Employee's Signature

Copy to Steward\* \_\_\_\_\_

Date & Time

\_\_\_\_\_  
Steward's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Department Head Signature (If Required)

\*Forward copy to Steward