



Disciplinary Action Notification Form

Name:

Date of Personnel Action:

Title:

Department:

Manager:

Meeting Participan(s):

PROGRESSIVE DISCIPLINE STEPS: (Please attach documentation). *Disciplinary action, including termination, can occur at any time depending on the nature and severity of the issue.*

Warning:

- 1st Warning (Documented in writing) 2nd Warning: (Documented in writing)
- Termination: (Documented in writing) Immediate Termination (Documented in writing)

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REASON FOR PERSONNEL ACTION: Give a brief history of the performance issue, referencing the policy or procedure violation.

DESCRIPTION: Provide specific dates, times and circumstances. Include dates of oral and written coaching/counseling sessions, written warnings or meetings to discuss this issue.

SUMMARY OF CORRECTIVE ACTION REQUIRED: Include dates for improvement and plans for follow up.

CONSEQUENCES FOR FAILURE TO IMPROVE PERFORMANCE: Include dates for follow-up and review.

You are provided with this information so you can make improvements and move forward in a productive manner. As your manager, I will follow-up and check your progress on an ongoing basis, to ensure compliance and note improvements and/or setbacks. Failure to immediately perform in the areas listed above and to maintain the required level of performance may result in further corrective action up to and including termination.

*Employee Acknowledgement:

Employee Date:

Manager Acknowledgement:

Manager Date:

**Your signature indicates that you have been told of and received this notice; it does not indicate you agree with the personnel action.*

For questions regarding this form or if you require assistance, please contact the Archdiocese of Washington HR Office at (301) 853-4513 or ArchdioceseHR@ADW.org

Distribution: One copy to Employee, one copy to Supervisor and original copy to Employee File.