

Archdiocese of Washington
Disciplinary Action Notification Form

Employee Name: _____ **Date of Personnel Action:** _____

Title: _____ **Department:** _____

Manager: _____ **Meeting Participant(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.*

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

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: Date: _____

Manager Acknowledgement: 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.