*Scan and add signed copy to Employee’s File in Document Control!*

 **EMPLOYEE WRITE UP FORM**

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| --- | --- | --- |
| **EMPLOYEE NAME:** | **POSITION:** | |
| **SUPERVISIOR:** | **DEPARTMENT:** | |
| **TYPE OF ACTION: (highlight)**  Verbal Counseling (Dept. File Only)  Written Warning | Suspension: From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Termination: Effective: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Date of Incident:** | **Time of Incident:** | |
| **Type of Incident/Description:** | | |
| **CORRECTIVE ACTION PLAN:** | | |
| **NEXT ACTION STEP IF PROBLEM CONTINUES:** | | |
| ***I acknowledge receipt of this disciplinary action and that its contents have been discussed with me. I understand that my signature does not necessarily indicate agreement.*** | | |
| **Signature of Employee:** | | **Date:** |
| **Signature of Manager/Supervisor: Z:\Ref. & Misc\Jake's Sig pic.png** | | **Date:** |
| **Signature of Human Resource Representative: Z:\Ref. & Misc\Preston Gary sig.png** | | **Date:** |