



Human Resource and Talent Management (HRTM) Disciplinary Action Form

Instructions

Disciplinary Event Outline	

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Performance Improvement Plan (effective until _____)

Use this space to outline key measurable actions that will serve to assess the employee's progress toward improving performance. This area must also include milestones and checkpoints towards a date reflective of the next steps in the disciplinary process (i.e. resolution, extension, termination.). Supervisors should also use this space to take notes during check-ins.

Progress updates: Performance will be monitored by your supervisor with regular follow-up meetings.

Date	Notes/Comments	Supervisor Initials	Employee Initials

Failure to improve and meet expectations could result in further correction action, up to and including termination.

Employee Comments

Employee - Use this space to provide feedback regarding the events and performance action plan.

Disciplinary Status

Supervisor -