**EMPLOYEE PROGRESSIVE DISCIPLINE**

**CHILD NUTRITION DEPARTMENT**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Loc.#: \_\_\_\_ Employee ID#: \_\_\_\_\_\_

Incident Date: \_\_\_\_\_\_\_\_\_\_ Discipline Date: \_\_\_\_\_\_\_\_\_\_ Prior Discipline Date: \_\_\_\_\_\_\_\_\_\_

**REASON FOR DISCIPLINE**

**Rules**

[ ]  Violation of Work Site Rules

[ ]  Violation of Policy & Procedures

[ ]  Violation of Safety Rules

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_

**Attendance**

[ ]  Excessive Absence

[ ]  Excessive Tardiness or Leaving Early

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_

**TYPE OF DISCIPLINE**

[ ]  Verbal Counseling (Manager)

[ ]  Concern (Manager) (Copy to Field Manager/Supervisor)

[ ]  Reprimand (Manager, Field Manager/Supervisor) (Copy to HR)

[ ]  Recommendation to HR for \_\_\_\_\_ Days (insert #) Suspension Without Pay (Manager, Field Manager/Supervisor & Director) (Copy to HR)

[ ]  Recommendation to HR for Termination (Manager, Field Manager/Supervisor & Director) (Copy to HR)

**RULE OR INFRACTION VIOLATED (DETAILS):**

Click or tap here to enter text.

**DIRECTIVES AND EXPECTATIONS:**

Click or tap here to enter text.

**EMPLOYEE COMMENTS:**

Click or tap here to enter text.

**SIGNATURES**

I understand similar violation of school board policies, rules, departmental directives, and/or procedures will be cause for further disciplinary action up to and including possible termination.

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

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ Loc.#: \_\_\_\_

Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_