*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:**  |