

# Corrective Action Form

Employee:

Date:

Job Title/Dept:

Supervisor:

Level of Correction Action:

Verbal Warning/Counseling

Written Warning

Suspension w/out pay

Probation

Demotion

Termination

Problem:

Facts:

Objective:

Further Disciplinary Action that Could Result from Failure to Show Improvement:

# Corrective Action Form

Comments:

Re-evaluation meeting scheduled for:

Signing this statement does not necessarily mean that I agree, it simply indicates acknowledgement that this document was reviewed with me. I understand that acknowledging this discipline does not constitute a contract, and does not change my employee at will status. The County reserves its right to skip progressive discipline steps and go directly to termination at its discretion.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A copy of this corrective action will be placed in your personnel file for reference.

### Supervisor Instructions for Completing Corrective/Warning Action Form

When documenting corrective action it is helpful to use the following steps:

1. Facts: List only facts, not opinions. Give concrete examples, when possible, to document the incorrect behavior.
2. Objectives: What is the desired outcome? What do you expect? You may want to cite a portion of the job description or a policy.
3. Solutions: How do you suggest that he/she improves their performance? Does the employee have any suggestions?  
You may offer additional training review of procedures, etc.
4. Action: Tell the employee in writing that he/she is receiving a warning, suspension, etc., and set a date to review his/her progress toward obtaining the goals set.

Please use additional forms if the employee has more than one area that needs improvement. The employee must sign the corrective action Form to acknowledge receipt. If the employee refuses to sign write "REFUSED TO SIGN" and sign your name as a witness. The supervisor will give a copy of the signed document to the employee and the original will be submitted to HR to be placed in the personnel file.