

**Saint Paul - Progressive Discipline Form**

**Record of Corrective Action and/or Communication of Expectation**

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Employee Name

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Position/Title

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Location

Date

**Corrective Action Taken**

*Effective 6 months*

Verbal Notice

1<sup>st</sup> Written Warning

2<sup>nd</sup> Written Warning with Suspension: \_\_\_\_ Days paid or unpaid

Recommend Termination

**Action/Behavior to be addressed:** (Provide an accurate statement of what happened including time, date and explain how this interferes with work environment, business operations, customer expectations or general team's well being.)

**Corrective Action Plan**

**Expectation**

**Date to be achieved**

Continued violation or failure to improve performance will result in further corrective action up to and including termination of employment.

**Employee Comment:**

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Employee Signature

Date

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Supervisor Signature

Date

- I understand that my signature indicates only that this incident has been reviewed with me and does not indicate agreement or disagreement with the action taken.