

## Discipline Notice

**Employee:**

**Department:**

<b>Progressive Discipline</b>		<b>Time in Personnel File</b>
<input type="checkbox"/>	DVW Document Verbal Warning	18 months
<input type="checkbox"/>	W Written Reprimand	18 months
<input type="checkbox"/>	TL1 Temporary Layoff – without pay for 1 day (8 hrs)	24 months
<input type="checkbox"/>	TL3 Temporary Layoff – without pay for 3 days (24 hrs)	30 months
<input type="checkbox"/>	TL5 Temporary Layoff – without pay for 5 days (40 hrs)	30 months
<input type="checkbox"/>	D Discharge	

**1. Statement of the incident:**

**2. Statement of company policy on this subject:**

**3. Consequences of failure to correct behavior:**

**4. Employee comments:**

**Union representation and notification**

Was the employee asked if they wanted union representation at the meeting?  Yes  No

Did the employee want union representation?  Yes  No

Does the employee want a copy of this notice sent to the union?  Yes  No

Employee Name (please print) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name (please print) \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

File:

Distribution: Original to Human Resources, copies to employee, Manager, Local 94 (if requested)