



Human Resources Department
Record of Progressive Discipline

(24-Hour Meeting Notification is required for these meetings -- Form No. PER-819-010)

A. Initial Concerns Conference:

Persons in Attendance Date

Concern, problem, work expectation or behavior needing correction (provide detailed statement of specific incident(s) that include date(s), location(s), and witness(es), and attach to this form).

- Excessive tardies and/or absenteeism (attach dates)
Work not performed to the satisfaction of supervisor (attach samples of description)
Uncooperative, rude
Inappropriate worksite behavior/misconduct:

Employee's statement:

Solution and assistance, if appropriate:

Timeline for improvement:

- Employee was provided verbal warning/verbal reprimand to correct and/or improve

Employee's Signature

Supervisor's Signature

B. Follow-Up Conference:

Persons in Attendance Date

- Employee has corrected the problem: Yes No
Employee needs to continue working to improve:
Employee continues to repeat the behavior, warranting a continuation of further disciplinary action. Unless the behavior is flagrant, discipline must be in the following order:
Letter of reprimand (attached)
Suspended without pay for 1-2 days on or for 3-5 days on by Superintendent or Designee (i.e., Director, Deputy Superintendent), [cc: Payroll]
Recommendation for termination

Employee's Signature

Supervisor's Signature or Designee