

## NOTICE OF DISCIPLINARY ACTION

Employee: \_\_\_\_\_

Date of Hire/Seniority: \_\_\_\_\_

Department: \_\_\_\_\_

Assessed: \_\_\_\_\_

Date &amp; Time

Action Taken: \_\_\_\_\_ Written Reprimand \_\_\_\_\_ Suspension \_\_\_\_\_ Discharge

Description of Misconduct:

[illegible]

Return to Work: \_\_\_\_\_

Copy to Employee \_\_\_\_\_  
Date & Time \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Copy to Steward\* \_\_\_\_\_  
Date & Time \_\_\_\_\_

Steward's Signature

Supervisor's Signature \_\_\_\_\_

Department Head Signature (If Required)

\*Forward copy to Steward