

DISCIPLINARY NOTICE

Employee: _____ Department: _____

Position: _____ Date of Incident: _____

Incident: _____

Supervisor Comments: _____

Corrective Action Taken: _____

Employee Comments: _____

Supervisor's Signature

Date

Employee's Signature

Date

SUGGESTIONS FOR USING THIS TEMPLATE

1. The settings on this document will allow you to cut and paste the content from this form and place it on your company letterhead.
2. Because every company is different, please add or delete items to fit your organization. This form works equally well for temp, contract, and perm staffing and recruiting, as long as you take a few minutes to fine-tune it for your specific needs.
3. Although there are no laws requiring employers to document their dealings with employees, employment lawsuits often focus on the reasons for an employee's termination or adverse employment decision (i.e., demotion, lack of raise or bonus). The employer's records can be important evidence in its defense of an employment related decision. Indeed, there is typically far greater deference and weight given to contemporaneous writings than to testimony based on memory. Therefore, documentation of the employment related decisions should normally begin well before the employee is discharged and should include the following: the employer's disciplinary policies and performance standards; any eyewitness accounts of serious employee misconduct; the supervisor's memos in which performance deficiencies are recorded in objective terms; performance evaluations; and warning memos to the employee.

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ATTORNEYS AT LAW

Diane Geller, Esq., of Ruden, McClosky, Smith, Schuster & Russell, P.A. (www.ruden.com) focuses on the Staffing Industry. She represents companies of all sizes in contract negotiations, employment matters, receivables financing, franchise law issues, and general corporate matters. Diane also represents staffing clients in negotiating, structuring, and documenting the purchase or sale of a business.

The contents of this template are intended for general information purposes only, and you are urged to consult a lawyer concerning your own situation and any specific legal questions you may have. For further information about the contents of this template, please contact Diane at (954) 527-2424 or at diane.geller@ruden.com

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