

NKU Corrective Action Form

Employee:		Warning Delivered on:	
Employee's Title:		Effective Date of Warning:	
Department:		Supervisor:	
1. Level of Warning <input type="radio"/> Verbal Warning <input type="radio"/> Written Warning <input type="radio"/> Final Written Warning <input type="radio"/> Suspension <input type="radio"/> Recommendation for discharge	2. Length of Warning <input type="radio"/> 3 Months <input type="radio"/> 6 Months <input type="radio"/> 12 months <input type="radio"/> Other	3. Reason(s) for this warning <input type="radio"/> Under investigation <input type="radio"/> Policy Violation/Substandard job performance – (specify below) <input type="radio"/> Excessive absenteeism and/or tardiness – (specify below) <input type="radio"/> Violation of Safety Policy	

4. With specific examples, describe the employee's unsatisfactory performance/behavior.

5. Action Plan - Describe the steps the employee must take to correct the performance/behavior.

6. Follow-up Plan

Describe how the employee's performance/behavior will be reviewed during the warning period.

7. Previous Related Corrective Action

Describe the type, reason(s) and dates of any corrective actions taken within the past 12 months.

8. Employee Comments (optional)

I acknowledge that the above unsatisfactory performance/behavior **has been discussed with me**. I understand that either failure to improve my performance/behavior or additional incidence/s of any unsatisfactory performance or behavior may result in further corrective action up to and including recommendation for termination. I also understand that I am not eligible for transfer while on any Written Warning and this warning may have an adverse effect on future salary increases. If I believe this corrective action to be unjustified, I can access the Grievance procedure by contacting Human Resources. My signature below does not imply that I agree with the action taken.

Signatures:

Employee:

Date:

Immediate Supervisor/Manager:

Date:

Next level supervisor/HR:

Date: