

[LOGO]

SUPERVISOR DISCIPLINE PACKET

Revised 18 February 2005

SAMPLE

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SUPERVISOR DISCIPLINE PACKET
TABLE OF CONTENTS

Table of Contents	<i>i</i>
Message from the President	<i>ii</i>
Progressive Discipline Master Form	1
Progressive Discipline Master Form – Explanation	2
Employee Written Warning Form	3
Employee Written Warning Form – Explanation	4
Employee Counseling Form	5
Employee Counseling Form – Explanation	6
Suspension Notice	7
Suspension Notice – Explanation	8
Suspension Notice Pending Investigation	9
Suspension Notice Pending Investigation – Explanation	10
Acknowledgement of Receipt and Review – Supervisor Copy	11
Acknowledgement of Receipt and Review – Personnel File Copy	12

[LOGO]

MESSAGE FROM THE PRESIDENT

18 February 2005

To All Supervisors:

It gives me great pleasure to announce to all supervisors the good news that A&R is continuing on its path of steady, measured growth. This accomplishment is thanks in large part to your efforts, for which you are all to be congratulated.

As we look to the future, Client's continued success depends on the implementation of new management tools to enable you, the supervisors, to perform more efficiently.

In line with this, Client is now introducing the attached forms to assist you in the critical area of maintaining discipline among the A&R team members. The following forms and the procedures outlined in this packet are now mandatory procedures for all Client supervisors.

With improved documentation and uniformly streamlined procedures, we can all assure that the past success of Client continues into the future for us all.

XXXXXXXXXXXXXXXXXX

President

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PROGRESSIVE DISCIPLINE MASTER FORM

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Name of Employee

Supervisor Imposing Discipline

DISCIPLINE ISSUE

Date and time of issue: _____

Location: _____

Describe discipline issue: _____

Witnesses/Others involved: _____

Employee's explanation: _____

PRIOR RECORD

Has the employee received any prior warning for the same or similar issue? Yes No

Yes No

Has the employee received any prior warning for a different issue?

Verbal Written Both

Was the prior warning (if any) written or verbal?

Date(s) of prior counseling (if any): _____

PROGRESSIVE DISCIPLINARY ACTION TAKEN

Verbal Warning (date): _____

Probation until: _____

Written Warning (date): _____

Suspension until: _____

Employee Counseling (date): _____

Termination

Other (describe): _____

CORRECTIVE ACTION TIMELINE

The employee must address and correct the problem:

Immediately

During the probationary period of _____ days

ACKNOWLEDGMENT

Supervisor's Signature: _____

Date: _____