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# **SUPERVISOR DISCIPLINE PACKET**

Revised 18 February 2005

SAMPLE

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**SUPERVISOR DISCIPLINE PACKET**  
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**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.

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XXXXXXXXXXXXXXXXXX

President

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# **PROGRESSIVE DISCIPLINE MASTER FORM**

Revised 18 February 2005

\_\_\_\_\_  
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: \_\_\_\_\_