

# CORRECTIVE ACTION NOTICE

EMPLOYEE: \_\_\_\_\_ PERSONNEL #: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ DATE OF HIRE: \_\_\_\_\_

LEVEL OF CORRECTIVE ACTION \_\_\_\_\_ TYPE OF INCIDENT \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_

DETAILS OF INCIDENT:

PLAN FOR IMPROVEMENT:

ANY FUTURE INCIDENT OF THIS OR SIMILAR NATURE MAY RESULT IN ADDITIONAL CORRECTIVE ACTION UP TO AND INCLUDING TERMINATION.

## PREVIOUS CORRECTIVE ACTION

Level: \_\_\_\_\_ Type: \_\_\_\_\_ Date: \_\_\_\_\_

Level: \_\_\_\_\_ Type: \_\_\_\_\_ Date: \_\_\_\_\_

Level: \_\_\_\_\_ Type: \_\_\_\_\_ Date: \_\_\_\_\_

## MANAGEMENT SIGNATURES

Print Name Signature Pers # Date

SUPERVISOR/MANAGER: \_\_\_\_\_

2nd LEVEL MANAGER: \_\_\_\_\_

HUMAN RESOURCES \_\_\_\_\_

**\*A Written or Final Written notice eliminates employee eligibility of promotion or transfer for 12 months from date of receipt.**

I acknowledge that I received the above disciplinary notice and that I have been advised that if I desire, I may place a written response to this disciplinary action in my human resources file. I understand that nothing in this document changes the at will nature of my employment, and that Watson may terminate or otherwise modify the employment relationship at any time, with or without notice and with or without cause.

EMPLOYEE SIGNATURE

DATE RECEIVED

**PLEASE NOTE: YOUR SIGNATURE ACKNOWLEDGES RECEIPT ONLY AND DOES NOT INDICATE YOUR AGREEMENT**