Progressive Discipline Form

Employee Name:

Position/Department:

Manager:

Date of Incident/Meeting:

Step in Progressive Discipline (check one):

☐ Verbal Warning ☐ Written Warning ☐ Final Written Warning (HR approval required) ☐ Suspension (HR approval required)
☐ Termination (HR approval required)

1. Description of Incident/Performance Concern

(Provide specific, factual details including date, time, location, and any prior related incidents.)

2. Policy/Expectation Violated

(Reference employee handbook, code of conduct, or specific job expectations.)

OAKMONT EDUCATION

3. Previous Action Taken (if applicable)

☐ Coaching Conversation – Date: _____ ☐ Verbal Warning – Date: _____ ☐ Written Warning – Date: _____
☐ Final Written Warning – Date: _____ ☐ PIP in place – Date: _____

4. Required Improvement / Expectations (use SMART goals)

SMART = Specific, Measurable, Achievable, Relevant, Time-Bound

Goal #	SMART Goal	Measurement Criteria	Target Date
1			
2			
3			

5. Support and Resources Provided

(List any training, coaching, mentoring, or resources the school will provide to support improvement.)

6. Consequences if Improvement is Not Achieved

Failure to demonstrate immediate and sustained improvement will result in further corrective action, up to and including termination of employment.

7. Manager Notes (optional)

8. Signatures

By signing below, the employee acknowledges receipt of this form. The employee's signature does not necessarily indicate agreement with its contents.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

HR Representative: _____ Date: _____