



## 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.)

### 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: \_\_\_\_\_