

**AUBURN UNIVERSITY  
CORRECTIVE ACTION REPORT**

This form is used as a guide for the supervisor when documenting issues that need attention under the provisions of the University Progressive Disciplinary Procedures. When completed, it serves as a written record of corrective action taken against an employee for violation of one or more University rules or for poor job performance. This report will remain in the employee personnel file for a period of six months or a lesser period of time if specified by the supervisor. See Auburn University Progressive Disciplinary Procedures for details on how to complete this report.

<b>Purpose of Conference</b>	<b>Date</b>	
<b>Employee Name</b>	<b>ID#</b>	
<b>Job Title</b>	<b>Department</b>	
<b>Date and Time of Incident</b>		<b>am/pm</b>
<b>Date and Time of Supervisor/Employee Conference</b>		<b>am/pm</b>
<b>Check Which Action Applies:</b>	<b>Verbal Reprimand (Do not forward to Human Resources.)</b>	
	<b>Written Formal Reprimand</b>	
	<b>Written Final Reprimand</b>	
	<b>Written Reprimand With Suspension For</b>	<b>Working</b>
	<b>Days, Beginning</b>	<b>and Ending</b>
	<b>Without Pay</b>	<b>With Pay</b>
	<b>Recommendation for Termination.</b>	
	<b>Effective Date</b>	<b>Pending Approval From</b>
	<b>The Appropriate Administrator</b>	

**Dates of prior reports, if any, during the last six (6) months: \_**

**FACTS - What happened: (Be specific)**

**FACTS - What happened: (Continued)**

**What is planned to correct or eliminate the problem:**

**What steps will be taken if the problem is not corrected or eliminated:**

**FOR THE EMPLOYEE: I hereby acknowledge that the contents of this Corrective Action Report have been reviewed with me. (If you wish to make any comment regarding this Corrective Action Report, please do so in the space below.)**

**Employee Signature:** \_\_\_\_\_

**(The employee's signature indicates he/she has seen this report  
The signature does not necessarily indicate agreement.)**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Department Head/Director**

\_\_\_\_\_  
**Dean**

**A copy of this report shall be given to the employee and one copy should be forwarded to Human Resources.**