



# Progressive Disciplinary Action Template

This form is used as a guide for the supervisor when documenting issues that need attention under the provisions of Auburn University's Employee Conduct and Job Rules. When completed, it serves as a written record of corrective action for a student employee who has been in violation of one or more University rules or for unsatisfactory job performance. Refer to the Auburn University Progressive Disciplinary Procedures for additional details.. Progressive disciplinary action for student employees is not subject to the employee grievance process

## Weagle Worker Information

Today's Date:			
Employee Name:		Banner ID:	
Job Title:		Department:	
Supervisor Name:			
Date and Time of Supervisor/Employee Conference :			

## Disciplinary Action Type

Click in Check Box to Select Which Action Applies:

- Verbal Warning
- Written Warning
- Written Final Warning
- Recommendation for Termination

\*Effective Date:

Dates of Prior disciplinary action, if any, during the last six months:

## Action Details

**Details of Occurrence:**

**Expected Improvement:** (be clear on consequences of failing to improve)

## Student Acknowledgment

*Student Comments: (regarding this disciplinary action)*

*Student's signature below indicates review of this report and acknowledgment of the contents, the signature does not necessarily indicate agreement.*

Student Signature:

Date:

Supervisor Signature:

Date:

HR Liaison Signature:

Date: