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| |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Name: |  | | | | | | Position: | | |  | | | Supervisor: |  | | | | | | Date: | | |  | | | Type of Action: | | Written Warning | | | | | | | Termination | | | |  | | 1 Day Suspension | | | | | | | Other | | | |  | | 3 Day Suspension | | | | | | |  | | | | **Reason for Action:** | | |  | | | | | | | | | |  | | | | | | | | | | | | | **Has this occurrence or similar occurrence happen in the last 12 months:** | | | | | | | | | | | | | **Expected Improvement and/or standard for the future:** | | | | | |  | | | | | | |  | | | | | | | | | | | | | **Next action taken if employee does not comply:** | | | | | |  | | | | | | | Supervisor’s comments: | | | | |  | | | | | | | | Employee’s comments: | | | | |  | | | | | | | |  | | | | |  | | | | | | | | President/CEO comments: | | | |  | | | | | | | | |  | | | | | | | |  | | |  | | Employee’s Signature | | | | | | | |  | | | Date | | Supervisor’s Signature | | | | | | | |  | | | Date | | Department Head Signature | | | | | | | |  | | | Date | | President/CEO Signature | | | | | | | |  | | | Date | | Dir of Human Resources | | | | | | | |  | | | Received and Reviewed Date | |