



Performance Correction Notice

Employee Name: _____

Department: _____ Date Presented: _____

Supervisor: _____

Disciplinary Level:

- Verbal Correction** – (To memorialize the conversation.)
- Written Warning/Probation** – (State nature of the offense, method of correction, and action to be taken if the offense is repeated.)
- Investigatory Leave** – (Include the length of time and nature of the review.)
- Final Written Warning**
 - Without decision-making leave
 - With decision-making leave (Attach memo of instructions.)
 - With unpaid suspension

Subject:

- Substandard work
- Policy/Procedure Violation
- Performance Transgression
- Behavior/Conduct Infraction
- Absenteeism/Tardiness

Prior Notifications:

Level of Discipline	Date	Subject
Verbal/Written/Final	_____	_____



Incident Description and Supporting Details: Include the following information: Time, Place, Date of Occurrence, and Persons Present, as well as Organizational Impact.

Performance Improvement Plan

1. Measurable/Tangible Improvement Goals:

2. Training or Special Direction to Be Provided:

3. Is Interim Performance Evaluation Necessary?

4. Our Employee Assistance Program (EAP) Provider, ComPsych® GuidanceResources®, can be confidentially reached to assist you at (888) 628-4844. This is strictly voluntary. A booklet regarding the EAP's services is available from Human Resources.

