



Madison County HR

Because all people matter.

100 Northside Square, Suite 753
Huntsville, AL 35801
P: 256-532-3614 / F: 256-532-3322

Disciplinary Action Report

Employee Name:

Employee Number:

Job Title:

Dept:

Date(s) of Offense(s):

Progressive Discipline Level:

Verbal Counseling

Written Reprimand

Suspension without Pay (Also complete New World Personnel Action Form:

Details of Suspension:

Start Date:

End Date:

Return to Work:

Incident Description and Supporting Details:

Actions Necessary to Bring About Improvement: (List expectations with any specific directions or training that may be applicable):

Employee Comments

Employee Acknowledgment:

I have received a copy of this notification. It has been explained to me, and I have been advised to take time to read it before I sign. My signature acknowledges receipt of document, but not necessarily agreement with the statement made in it.

Employee (signature):

Date:

Department Head (signature):

Date:

HR Director (signature):

Date: