



BALDWIN-WHITEHALL SCHOOL DISTRICT

Employee Disciplinary Report

Employee Name: _____ Building: _____

Department: _____ Position: _____

Date of Employee Misconduct: _____

Written disciplinary action is being taken against you for the following reasons(s):

- tardiness
- unauthorized, unexcused absence
- assault or fighting
- drinking on the job
- insubordination
- negligence
- violation of regulation
- other (specify) _____
- leaving jobsite without permission
- slowdown or refusal to work
- loafing or laxness on the job
- failure to perform assigned job
- poor work performance
- use of profane or abusive language
- damage to property

The above action is taken due to the specific reason(s) as stated below:

Supervisor's Signature _____ Date _____

Employee's Acknowledgement: _____

In signing this report, I acknowledge receipt of a copy of it. This does not imply that I necessarily agree with the contents. I may attach comments if I so desire.

Employee's Signature _____ Date _____

Distribution:
Original Human Resources
Copy Supervisor
Copy Employee