



# L.I. Child and Family Development Services, Inc.

## EMPLOYEE DISCIPLINARY ACTION REPORT

Date: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Work Site: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

1. Date(s) and subject(s) of previous report(s) or incident(s) of the same or similar problem. State the disciplinary measures (verbal warning, written warning, probation or suspension) and plan for resolution taken at that time. Attach all documentation.

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2. Subject:  Attendance  Lateness  Insubordination  Misconduct

Safety Violations  Violation of Supervisory Instructions  Violation of Agency

Policy and/or Procedures  Violation of Federal, State or Local Child/Day Care

Regulations  Unsatisfactory Performance  Other

3. Specific incident, event, action or violation (clearly state the policy, procedure or regulations violated, incident, problem, event or behavior and the date(s) of occurrence):

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4. Specific action plan and steps to follow to rectify problem (clearly state the expected outcome and specific corrective actions, including dates):

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EMPLOYEE DISCIPLINARY ACTION REPORT  
(Continued...)

5. Future Action: *Any future incident will result in further disciplinary action up to and including termination.*

6. Employee Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My signature below signifies that I have read and acknowledge receipt of the above report.

\_\_\_\_\_  
Signature of Employee     **Refused to Sign**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

Original:    Personnel File  
Copy:        Employee