Reach Dane Notice of Disciplinary Action – Non-Union

Employee Name:	Date:
Title:	Supervisor:
Program:	Location:
Non-Union Employee - Indicate the Level of I	Disciplinary Action
Verbal Discussion 1st Written W	/arning Final Written Warning Termination
 Description of incident that occurred (Attach additional pages if needed) Previous warnings/discussions taken (Indicate all previous discussions and 	
· · · · · ·	nt by taking the following action - PIP Attached: Yes No ment is not noted or not consistent
	, explain:
Repeat incidents of this nature or other failures	to maintain performance will lead to further disciplinary action and/or immediate dismissal may be warranted. A copy of this notice will be
I have read and understand the contents of this does not represent agreement).	Disciplinary Action. (Signature acknowledges receipt of the information—it
(Supervisor signature) (Da	vate) (Employee signature) (Date) Employee refused to sign. Employee Initials