



**I AM  
PETERSBURG  
VIRGINIA**

Human Resources Department  
3811 Corporate Road  
Petersburg, Virginia 23805  
HR@petersburg-va.org

EMPLOYEE DISCIPLINARY ACTION FORM			
Employee Name:		Date:	
Position Title:		EMPL.#:	Date of Hire:
Department:			
Supervisor / Manager:			
Type of Disciplinary: <input type="checkbox"/> Written <input type="checkbox"/> Final Written <input type="checkbox"/> Suspension <input type="checkbox"/> Demotion <input type="checkbox"/> Dismissal			
Disciplinary Action Reason:		<i>Enter Reason</i>	
Policy or Procedure Violation		<i>Enter policy or procedure violation</i>	
Related Disciplinary Actions Previously Issued: (Including Dates)		<i>Enter Related Corrective Actions Previously Issued</i> <i>Enter any previous counseling, training or policy acknowledgements employee may have received on the warning being issued.</i>	
Nature of Incident Performance and/or Behavior Deficiencies:		<i>Describe the specific performance and/or behavior deficiencies. Be specific and include dates, times, location and all other contributing factors to the employee's deficiency.</i>	
Actions Required:		<i>Describe the action(s) required. What is expected of the employee moving forward and what must the employee do in order to improve?</i>	
Consequences of Continued Behavior:		<i>Describe the consequences of continued behavior. In some situations, you may have nothing more to add than what is already listed below, but in other cases you will want to add specific consequences of continued behavior.</i>  Failure to show immediate and sustained improvement in the areas noted, or to comply with any other standards of performance or conduct at any time, may result in further disciplinary action, up to and including termination of employment.	
Resources:		If you can think of any reasonable accommodations to assist you in completing your essential job functions, please make sure to email <a href="mailto:hr@petersburg-va.org">hr@petersburg-va.org</a> to initiate or update a leave and/or accommodation request in the system. Additionally, as an employee you have access to the All One Employee Assistance Program (EAP) at no cost to you. EAP is confidential and available anytime at 800-950-3434, reach-eap.com code: CITYPB.	



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**Employee Acknowledgement and Comments:**

I acknowledge that I have read and understand this report and that my supervisor has discussed it with me. I also understand this document and the information described above is a private and confidential matter and that I may not discuss it with anyone other than my supervisor, my Department Head and other management personnel responsible for my work area, or a member of the Human Resources Department staff. I understand that failure to comply will result in further disciplinary action up to and including dismissal.

<b>EMPLOYEE CORRECTIVE ACTION FORM</b>			
<b>Employee Signature:</b>		<b>Date:</b>	
<b>Supervisor/ Manager Signature:</b>		<b>Date:</b>	
<b>Received in Human Resources by:</b>		<b>Date:</b>	



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**EMPLOYEE DISCIPLINARY ACTION FORM INSTRUCTIONS**

**Step 1:** Enter the employee’s information that is receiving the disciplinary action.

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Employee Name:		Date:	
Position Title:	EMPL.#:	Date of Hire:	
Department:			
Supervisor / Manager:			

**Step 2:** In the “Type of Disciplinary Action” check the warning type that is being issued.

**Step 3: Disciplinary Action Reason** should list the reason the warning is being issued. Example:

**Disciplinary Action Reason: Attendance/Excessive Tardiness**

**Step 4: Policy or Procedure Violation** Enter the exact policy title that was violated.

**Step 5: Related Disciplinary Actions Previously Issued:** List only previous warnings related to the warning being issued with date warning type and date issued. **Example:** Attendance Verbal Issued 12/06/2022. Enter any previous counseling, training or policy acknowledgements employee may have received on the warning being issued. **Example:** “You completed Attendance Policy training and signed acknowledgement form stating you understood the policy during New Hire Orientation.”

**Step 6: Nature of Incident Performance and/or Behavior Deficiencies:** Describe the specific performance and/or behavior deficiencies. Be specific and include dates, times, location and all other contributing factors to the employee’s deficiency.

<b>Type of Disciplinary:</b> <input type="checkbox"/> Verbal <input type="checkbox"/> Written <input type="checkbox"/> Final Written <input type="checkbox"/> Suspension <input type="checkbox"/> Demotion <input type="checkbox"/> Dismissal	
<b>Disciplinary Action Reason:</b>	<i>Enter Reason</i>
<b>Policy or Procedure Violation</b>	<i>Enter policy or procedure violation</i>
<b>Related Disciplinary Actions Previously Issued: (Including Dates)</b>	<i>Enter Related Corrective Actions Previously Issued</i> <i>Enter any previous counseling, training or policy acknowledgements employee may have received on the warning being issued.</i>
<b>Nature of Incident Performance and/or Behavior Deficiencies:</b>	<i>Describe the specific performance and/or behavior deficiencies. Be specific and include dates, times, location and all other contributing factors to the employee’s deficiency.</i>



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**Step 7: Actions Required:** Describe the action(s) required. “What is expected of the employee moving forward and what must the employee do in order to improve?”

**Step 8: Consequences of Continued Behavior:** Describe the consequences of continued behavior. In some situations, you may have nothing more to add than what is already listed below, but in other cases you will want to add specific consequences of continued behavior.

“Failure to show immediate and sustained improvement in the areas noted, or to comply with any other standards of performance or conduct at any time, may result in further disciplinary action, up to and including termination of employment.

<b>Actions Required:</b>	<i>Describe the action(s) required. What is expected of the employee moving forward and what must the employee do in order to improve?</i>
<b>Consequences of Continued Behavior:</b>	<p><i>Describe the consequences of continued behavior. In some situations, you may have nothing more to add than what is already listed below, but in other cases you will want to add specific consequences of continued behavior.</i></p> <p>Failure to show immediate and sustained improvement in the areas noted, or to comply with any other standards of performance or conduct at any time, may result in further disciplinary action, up to and including termination of employment.</p>
<b>Resources:</b>	<p>If you can think of any reasonable accommodations to assist you in completing your essential job functions, please make sure to email <a href="mailto:hr@petersburg-va.org">hr@petersburg-va.org</a> to initiate or update a leave and/or accommodation request in the system. Additionally, as an employee you have access to the All One Employee Assistance Program (EAP) at no cost to you. EAP is confidential and available anytime at 800-950-3434, reach-eap.com code: CITYPB.</p>

**Step 9: Warning Approval Process:** For approval of a written, final written, suspension, demotion and dismissals these steps should be followed: Supervisor/Manager complete warning document and send to assigned Human Resources Specialist. The assigned Human Resources Specialist will review and approve or deny the warning and send back via email to the department to be issued to the employee. Once the warning has been issued to the employee, the final copy of the warning with all signatures will need to be sent to the Human Resources Department to be filed in the employee records.