**Progressive Corrective Action**

**Employee Information** (please print):

|  |  |
| --- | --- |
| Today’s Date: |  |
| Employee Name: |  |
| SSN: |  |
| Department: |  |
| Job Title: |  |

Initiating Party Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has there been previous correction action taken on this issue? If so, when?

Check Type of Action:

* Corrective Action
* Release During 90-day Probationary Period
* Suspension
* Involuntary Separation (Proposed subject to Employee’s right to Pre-Termination Hearing)

Date of Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summary of Incident: (Attach additional pages/documents as appropriate.)

Summary of Expected Behaviors:

Employee Plans to Achieve Expected Behaviors:

Follow Up Actions/Meetings:

Employee Comments (attach additional pages as needed):

**By signing this document, the employee indicates that he/she has reviewed the document and has received a copy.**

**Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_**