

## Corrective Action Plan

<b>Employee Name:</b>	<b>Date:</b>
<b>Job Title/ Dept.:</b>	<b>Supervisor:</b>
<b>Level of Corrective Action</b> <input type="checkbox"/> Verbal Warning/ Counseling <input type="checkbox"/> Written Warning ( <i>Previous Corrective Actions: _____</i> ) <input type="checkbox"/> Termination	
<b>Problem/ Issue:</b> ( <i>Please state the issue in which the employee is being given a corrective action for, address the section in the handbook in which the employee is violating</i> )  	
<b>Facts:</b> ( <i>Please describe the specific incident in which the employee is being given a corrective action</i> )  	
<b>Objective:</b> ( <i>Please describe the performance change you are expecting the employee to have by receiving this corrective action</i> )  	
<b>Comments:</b> ( <i>This is where the employee may make comments in regards to this corrective action plan</i> )  	
<b>Re-Evaluation meeting scheduled for</b>	
<p style="text-align: center;"><i>Signing this statement does not necessarily mean that I agree, it simply indicates acknowledgement that this document was reviewed with me. I understand that acknowledging this discipline does not constitute a contract, and does not change my employee-at-will status. The company reserves its right to skip progressive discipline steps and go directly to termination at its discretion.</i></p> <p style="text-align: center;"><b><i>I understand that either failure to improve my performance/behavior or additional incidence/s of any unsatisfactory performance or behavior may result in further corrective action up to and including termination.</i></b></p>	
<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisors Signature:</b>	<b>Date:</b>
<b>Human Resources Signature:</b>	<b>Date:</b>
<i>A copy of this corrective action will be placed in your personnel file for reference.</i>	