



# Alabaster City Schools

## Notice of Disciplinary Action

### System Form for Personnel File

**\*\*Provide all information requested below; attach additional pages if necessary\*\***

ISSUED TO:

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ EMPLOYEE # \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ LOCATION/DEPT: \_\_\_\_\_

TYPE OF ACTION:

- ☐ WRITTEN WARNING
- ☐ FINAL WRITTEN WARNING

I. DISCIPLINARY ACTION IS BEING TAKEN FOR THE FOLLOWING REASONS (INCLUDE DATES):

II. THE FOLLOWING CORRECTIVE ACTION IS EXPECTED

\*FUTURE INFRACTIONS MAY RESULT IN FURTHER DISCIPLINARY ACTION, UP TO AND INCLUDING RECOMMENDATION TO TERMINATE YOUR EMPLOYMENT\*

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*Acknowledges receipt of; not necessarily concurrence with this notice. Employee acknowledges the right to present a rebuttal to be placed in file if so elected.

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

WITNESS/OTHER \_\_\_\_\_ DATE \_\_\_\_\_