



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 _____