



Barry-Lawrence Regional Library

DISCIPLINARY ACTION FORM

Date _____

Branch _____

Employee Name _____

Disciplinary Action:

_____ Disciplinary Status (Manager should attach Conference Notes and/or other relevant documentation)

_____ Dismissal (Manager should attach a memo recommending action and relevant documentation)

To the employee:

Your performance has been found unsatisfactory for the reasons set forth below. Your failure to improve or avoid a recurrence has been/will be cause for further disciplinary action.

Details: _____

A copy of this was personally delivered to the above employee by:

Supervisor Signature and Date

I have received and read the notice. I have been informed that a copy of this notice will be placed in my Human Resources personnel file.

Employee Signature and Date

