Form: PD#1

SUMMARY OF FORMAL
POSITIVE DISCIPLINE

Employee Name: _____ Date: _____ Time _____

Classification: _____ Location: _____

Shift: _____ Discipline Level: _____ Oral Reminder
_____ Written Reminder
_____ Decision-making Leave

1. Type of problem:

_____ Attendance _____ Performance _____ Conduct

2. Description of problem in specific terms:

Desired Performance: _____

_____

_____

_____

_____

Actual Performance: _____

_____

_____

_____

_____

3. Describe history of the problem to include dates of previous conversation:

_____

_____

_____

_____

4. Did the employee agree to solve the problem? Explain: _____

_____

_____

_____

_____

5. Describe the actions the employee will take to solve the problem: _____

_____

_____

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_____

_____

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_____

6. Follow-up dates scheduled: _____

_____

7. Other relevant information to include significant comments and statements made by employee:

_____

_____

_____

_____

_____

_____

_____

8. Deactivation Date: _____

_____ _____

Supervisor's Signature Employee's Signature

Attendees: _____

_____

_____