



Disciplinary Notice

This will become a permanent part of your personnel file

Name: _____

Organization Name: _____ Worksite Name: _____

Date: _____ Time: _____

Violation Number: _____ (A total of any three violations will result in termination)

***Termination may be escalated , at supervisor's discretion if violations are severe.*

Use this format to document the violation:

- | | |
|----------------------------------|----------------------------------|
| 1. Describe the violation | 3. Describe the youth's reaction |
| 2. Describe what you said or did | 4. Describe the outcome |

Violation (check all that apply):

- Failure to follow supervisor's directions
- Use of abusive or profane language
- Unsafe actions
- Poor work attitude
- Absent from work without notification
- Other

Any additional comments:

Youth signature: _____

Date: _____

Supervisor signature: _____

Date: _____