



## DISCIPLINARY PROBATION ACTION PLAN

*To accompany a disciplinary probation notice*

Employee's Name: \_\_\_\_\_ Program: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Witness's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date's of Previous Warning(s): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Date of Start of Probation: \_\_\_\_\_ Length of Probation: \_\_\_\_\_

Reasons for being placed on probation including specific performance issues and violated rules, policies and procedures:

Performance standards to be met, including a timetable of expected improvement:

Methods to achieve performance standards set:

Consequences of continued unsatisfactory performance or absence of improvement:

***I have had the above corrective action meeting reviewed with me and was given the opportunity to give feedback and have my questions address:***

\_\_\_\_\_ Date: \_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_ Date: \_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_ Date: \_\_\_\_\_  
*Witness's Signature*

CC: Employee  
Supervisor  
Program Director / Senior Program Director  
Vice President  
Human Resources Department/Personnel File