

EMPLOYEE NOTICE OF DISCIPLINE

Employee	Work Location	Date of Discipline Action Given
Employee ID #	Date of Occurrence	Supervisor Issuing Action

Violations

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Attendance
<input type="checkbox"/> Unauthorized Absence
<input type="checkbox"/> Tardiness
<input type="checkbox"/> Insubordination
<input type="checkbox"/> Conduct
<input type="checkbox"/> Endangerment to others | <input type="checkbox"/> Vile, Foul or Abusive Language
<input type="checkbox"/> Safety/Carelessness
<input type="checkbox"/> Willful Damage to District Property
<input type="checkbox"/> Harassment
<input type="checkbox"/> Falsification of Documentation
<input type="checkbox"/> Other | <input type="checkbox"/> Violation of District Policy:
(indicate policy) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|

Violation Statement (attach any supporting documentation)

Date of Violation: _____

Place of Violation: _____

Statement of Violation: _____

Signed by Supervisor Issuing Action

Date

Position

Disciplinary Action

- | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Oral Reprimand
<input type="checkbox"/> Suspension with out pay ____ days
<input type="checkbox"/> Recommendation for Termination | <input type="checkbox"/> Written Reprimand | <input type="checkbox"/> Sent Home w/out Pay
<input type="checkbox"/> Administrative Leave w/Pay |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------|

Corrective Actions to be Taken

Corrective Actions/Timeframe: _____

☐ I have read this Notice of Discipline and understand it. (Employee needs to sign each page of supporting documentation also to verify they have been made aware of that)

☐ Employee refused to sign this form and all attached documentation

Employee's Signature _____

Date _____

Employee Incident And Discipline Documentation Form

Joyce B. Gentry



Employee Incident And Discipline Documentation Form:

HR How-to Joyce B. Gentry, 2005-01-01 The book presents key information you need to know Conserving key human resource ideas introduction to workplace discipline discipline basics the supervisor role the investigation the paper wait the terminators *Forms for the Therapist* Allan G. Hedberg, 2010-09-14 Allan Hedberg has been in private practice as a psychologist for over 30 years In *Forms for the Therapist* Dr Hedberg has put together a one stop source of every imaginable form for the early career therapist The book is not geared exclusively to psychologists but to all types of practitioners including psychologists psychiatrists social workers marriage and family counselors alcohol counselors rehabilitation recreational occupational physical and speech therapists The forms have been provided by experienced seasoned professionals who have refined their content over the course of many years in practice In addition to the forms themselves practical guidelines on their use and helpful information on developing personalized forms is included The book is written in a concise format and the forms are easy to duplicate or adapt for the busy professional Forms are designed for early career therapists and obtained from experienced seasoned therapists Includes all types of forms including surveys questionnaires informal tests informational ratings sheets and homework assignments to be used between sessions Information is geared toward all types of practitioners and forms are easily duplicated or adapted saving professionals valuable time *Decisions and Orders of the National Labor Relations Board* United States. National Labor Relations Board, 2015 **The Encyclopedia of Human Resource Management, Volume 2** Robert K. Prescott, 2012-04-24 Human resource management is a vital function of any organization at the nexus of business practice psychology and law This one of a kind and all in one print and online encyclopedia offers access to information on all manner of topics and issues related to the people side of business *The Encyclopedia of Human Resource Management, Volume 2* William J. Rothwell, 2012-04-10 The three volumes in *The Encyclopedia of Human Resource Management* offer a comprehensive review of the essential issues and most important information available on the topic Each volume in the encyclopedia contains contributions from some of the most celebrated names in the field of human resource management HRM and addresses the myriad challenges faced by today's human resource professionals Volume 2 highlights human resource management forms The book contains a tool that can be used to build HR forms as well as processing transactions and measuring effectiveness The book's many field tested forms can be downloaded modified and used immediately The contributors also present a view of HR forms that help when planning for an audit and compliance activities and reporting on human resource effectiveness The HR forms include Interview Assessment Forms New Employee Orientation Checklist Blended Learning Program Review Form Education Workshop Form Talent Management Form Job Analysis Worksheet Form Manager Performance Evaluation Form 360 Degree Feedback Form Salary Change Form Reporting Injury Accident Form Employee Disability Verification Form Human Resource Metrics Form and much more *The Encyclopedia of Human Resource Management* gives human resource professionals the knowledge

information and tools needed to implement the best practices in the field **The Dynamic Fire Chief** Craig Haigh, 2022-06-06 The Dynamic Fire Chief Principles for Organizational Management seeks to bridge the gap between service delivery management of street level operations and the executive level management needed by a five bugle wearing CEO Whether you lead a paid or volunteer department the management skills needed to lead a successful department are the same Fire chiefs today are responsible for how emergency services are provided to the community as well as finances human resources legal issues marketing compliance vision casting and succession planning Many fire service leaders fail to understand that financial management is the lifeblood of attaining the resources needed to allow effective fireground operations Most fire chiefs get to the top spot by being good firefighters and officers but they are challenged because they were never actually trained to be an organizational CEO The Dynamic Fire Chief serves as a how to guide to help fire chiefs navigate some of the more challenging topics of organizational leadership Craig A Haigh the 2012 Illinois Career Fire Chief of the Year and recipient of the 2019 International Association of Fire Chiefs Chief Alan Brunacini Executive Safety Award shares his unvarnished stories of personal success and failure from his 30 year career as a fire chief FEATURES Money management Strategic planning Employee recruitment Hiring Performance reviews Employee discipline Relationships with peers **101 Sample Write-Ups for Documenting Employee Performance Problems** Paul Falcone, 2010-03-24

Whether you re addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear fair and most importantly legal Thankfully HR expert Paul Falcone has provided this wide ranging resource that explains in detail the disciplinary process and provides ready to use documents that eliminate stress and second guessing about what to do and say Revised to reflect the latest developments in employment law the third edition of 101 Sample Write Ups for Documenting Employee Performance Problems includes expertly crafted easily customizable write ups that address sexual harassment absenteeism insubordination drug or alcohol abuse substandard work email and phone misuse teamwork issues managerial misconduct confidentiality breaches social media abuse and more With each sample document also including a performance improvement plan outcomes and consequences and a section of employee rebuttal it s easy to see why over 100 000 copies have already been sold making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues **The PBIS Tier One Handbook**

Jessica Djabrayan Hannigan, Linda Hauser, 2015-05-12 Harness the proactive power of PBIS to improve student behavior The Positive Behavior Interventions and Supports PBIS Champion Model is a breakthrough alternative that has enabled schools to reduce disciplinary incidents by 50% or more This research based action oriented framework will show you how to create a school culture where all students achieve both social and academic success You ll find A step by step framework for implementing a comprehensive systems approach with specific actions to develop monitor and sustain each level of the system Success stories from teachers and administrators Self assessment exercises to ensure PBIS implementation starts on

the right track and stays there **Ultimate Guide to Incorporating in Any State** Michael Spadaccini, 2004-09-08 In this authoritative handbook business legal expert Michael Spadaccini gives the business professional all the tools necessary to plan organize form operate and maintain a basic corporation in any of the 50 states Filled with model documents that can be easily customized using the enclosed CD ROM this easy to use kit also provides information and assistance regarding the ongoing responsibilities of running a corporation to give you a complete package *Decisions and Orders of the National Labor Relations Board, Volume 351* National Labor Relations Board (U S), 2009 Each volume of this series contains all the important Decisions and Orders issued by the National Labor Relations Board during a specified time period The entries for each case list the decision order statement of the case findings of fact conclusions of law and remedy **Leading and Managing in Nursing E-Book** Patricia S. Yoder-Wise, Susan Sportsman, 2022-09-09 Gain a solid foundation in nursing leadership and management skills Using real world examples Leading and Managing in Nursing 8th Edition helps you learn to provide caring compassionate and professional nursing leadership Topics range from core concepts to knowing yourself knowing the organization communication and conflict managing stress delegating staffing and scheduling and managing costs and budgets New to this edition are Next Generation NCLEX exam style case studies three new chapters and updated guidelines to evidence based practice Written by a team of nursing educators and practitioners led by Patricia S Yoder Wise and Susan Sportsman this book combines theory research and practical application to help you succeed in an ever changing healthcare environment UNIQUE The Challenge opens each chapter with a real world scenario in which practicing nurse leaders managers offer personal stories encouraging you to think about how you would handle the situation UNIQUE The Solution closes each chapter with an effective method to handle the real life situation presented in The Challenge demonstrating the ins and outs of problem solving in practice UPDATED Reorganized chapters make learning easier and many are updated with new evidence based content translating research into practice Exercises help you apply concepts to the workplace and learn clinical reasoning Tips for Leading Managing and Following offer practical guidelines to applying the information in each chapter Reflections sections provide the opportunity to consider situations that may be encountered in practice The Evidence sections summarize relevant concepts and research from scientific literature Theory boxes highlight and summarize pertinent theoretical concepts related to chapter content Full color photos help to convey key concepts of nursing leadership and management NEW Next Generation NCLEX case studies are included in select chapters to familiarize you with these new testing items for the NGN exam NEW Justice in Healthcare chapter focuses on the importance of diversity equity inclusion belonging and cultural considerations for patients and staff NEW Healthy Workplaces Healthy Workforce chapter includes new content on the prevalence of suicide and promoting the healthy self NEW Artificial Intelligence chapter covers the significant changes to nursing care as a result of the increasing use of AI in the practice setting NEW AACN Essentials Core Competencies for Nursing Education are included in each chapter outlining the

necessary curriculum content and expected competencies of graduates Decisions and Orders of the National Labor Relations Board National Labor Relations Board (U S),2008-10 Each volume of this series contains all the important Decisions and Orders issued by the National Labor Relations Board during a specified time period The entries for each case list the decision order statement of the case findings of fact conclusions of law and remedy Officer-Involved Shootings and Use of Force David E. Hatch,2017-07-27 Officer Involved Shootings and Use of Force Practical Investigative Techniques Second Edition continues to provide sound and sober models protocols and procedures to handle the highly charged fall out from officer involved shootings Written by cops for cops it is designed to address the needs of the agency the rights of the employee and the **Hire, Manage and Retain Employees for Your Small Business** CCH,Cch Editorial,1997-04

The Effective Corrections Manager Bridget Gladwin,Charles R. McConnell,2012-10-04 Managing a correctional agency hinges on effectively recruiting training directing and motivating people to provide a stable and safe correctional facility Providing current information on the management and supervision of correctional facilities this revised and updated Third Edition offers practical advice based on direct experience Designed for upper undergraduate criminal justice and sociology courses readers will learn about relevant trends with regard to correctional institutions as well as sentencing judicial treatment and correctional management philosophies This comprehensive text covers all the major management topics required for those entering corrections including labor management relations legal issues writing effective delegation coping with changing environments and more The Effective Corrections Manager Third Edition provides expanded coverage on supervision report writing and interpersonal relations In terms of supervision the text includes expanded discussions on issues first time supervisors will encounter building and maintaining morale recognizing the need for training subordinates and developing implementing and enforcing facility policies This Third Edition stresses the importance of accurate report writing including expanded coverage of strategies for writing incident reports techniques for reviewing reports and consequences for poor language and writing skills Finally it contains refined coverage of relationships between a supervisor and subordinates recognizing and controlling potential conflicts between staff members establishing appropriate positive relationships with inmates motivating subordinates and more Preview content today Find the front matter and chapter one under the Samples Materials tab Fully revised and updated with new information and additional examples case studies and exercises New coverage of the evolution of corrections ethics and team building Provides expanded coverage on supervision report writing and interpersonal relations Chapters include examples and exercises that illustrate and apply the material corrections managers will likely encounter in the field Each chapter begins with a short case study drawn from the real world Instructor resources include a Test Bank and PowerPoint Lecture Outlines The Effective Corrections Manager Correctional Supervision for the Future Third Edition is designed for criminal justice and sociology courses that prepare students to work within a correctional facility The course is often found in a Police Science Corrections Justice Administration or Human

Resource Administration department 2014 294 pages **Why Trade Contractors Fail and How to Prevent It** Jim McCain, 2011-06 The Book Thousands of Trade Contractors Will Want by Their Sides Trade contractors excel at mastery of their specific crafts The plumber the electrician the carpet installer the home builder all these and the many other contractors and subcontractors servicing America's homes and businesses know the technical aspects of their craft inside out But their knowledge of business systems often lags Too many of them fail when it comes to understanding how to manage cash use telemarketing techniques to get new business minimize their inventories and the dozens of other business techniques that spell the difference between success and failure The Business Doctor's book **Why Trade Contractors Fail and How to Prevent It** subtitled *A Handbook of Financial Operations and Marketing Procedures to Help Trade Contractors Succeed* addresses those issues It attacks specific problems that contractors face Most books addressing this market are too academic and excessively focused on theory This one is hands on practical the way blue collar contractors understand it and like it *Leading and Managing in Nursing - Revised Reprint - E-Book* Patricia S. Yoder-Wise, 2013-10-17 *Leading and Managing in Nursing* 5th Edition Revised Reprint by Patricia Yoder Wise successfully blends evidence based guidelines with practical application This revised reprint has been updated to prepare you for the nursing leadership issues of today and tomorrow providing just the right amount of information to equip you with the tools you need to succeed on the NCLEX and in practice Content is organized around the issues that are central to the success of professional nurses in today's constantly changing healthcare environment including patient safety workplace violence consumer relationships cultural diversity resource management and many more apt for all nursing students and nurses who are working towards being in charge and management roles Reviewed by Jane Brown on behalf of Nursing Times October 2015 Merges theory research and practical application for an innovative approach to nursing leadership and management Practical evidence based approach to today's key issues includes patient safety workplace violence team collaboration delegation managing quality and risk staff education supervision and managing costs and budgets Easy to find boxes a full color design and new photos highlight key information for quick reference and effective study Research and Literature Perspective boxes summarize timely articles of interest helping you apply current research to evidence based practice Critical thinking questions in every chapter challenge you to think critically about chapter concepts and apply them to real life situations Chapter Checklists provide a quick review and study guide to the key ideas in each chapter theory boxes with pertinent theoretical concepts a glossary of key terms and definitions and bulleted lists for applying key content to practice NEW Three new chapters Safe Care The Core of Leading and Managing Leading Change and Thriving for the Future emphasize QSEN competencies and patient safety and provide new information on strategies for leading change and what the future holds for leaders and managers in the nursing profession UPDATED Fresh content and updated references are incorporated into many chapters including Leading Managing and Following Selecting Developing and Evaluating Staff Strategic Planning Goal Setting and Marketing Building

Teams Through Communication and Partnerships and Conflict The Cutting Edge of Change Need to Know Now bulleted lists of critical points help you focus on essential research based information in your transition to the workforce Current research examples in The Evidence boxes at the end of each chapter illustrate how to apply research to practice Revised Challenge and Solutions case scenarios present real life leadership and management issues you ll likely face in today s health care environment

Labour Arbitration Cases ,2002 Decisions and Orders of the National Labor Relations Board, V. 345, August 19 Through December 9, 2005 ,

Moving Past PTSD Jaime B. Parent,2019-07-24 From World War I until today the United States has failed to provide adequate transition support to millions of veterans leaving military service Instead of providing meaningful jobs access to quality health care and education and fair and equitable housing veterans learn that when their military service is done they are now fighting a new battle a failed bureaucracy which has let them and other veterans down for the past 100 years It s not as if we as a nation haven t tried The Veterans Health Administration VHA has seen the largest increase in funding in its history and has been given several free passes when the budget axe arrives Federal funding and grants for education have also enjoyed similar financial favor and housing opportunities have been increased Yet on a rudimentary level we as a nation cannot stop believing that GI Joe and Jane can t wait to come back home and pick up right where they left off before their military service began The truth is that person is gone and is not coming back After months or years in a highly structured organizational environment often times with deployments and horrific battlefield experiences the military veteran has undergone a paradigm shift in their thinking their character and in the way they view themselves and others Advances in medical triage and transport have saved thousands of men and women who in previous wars who would have died on the battlefield and new prosthetics and treatment strategies for those with invisible wounds have helped many But an overburdened VHA isn t prepared to provide for the sheer volumes of veterans that return home And with veteran unemployment rates traditionally running percentage points higher than their civilian counterparts America still wonders why Many veterans particularly those with PTSD are lost when returning home Moving Past PTSD Consciousness Understanding and Appreciation for Military Veterans and Their Families hopes to break this cycle In their own words veterans caregivers and the family members that love them are given the opportunity to tell us what is truly broken in the military to civilian transition Advances in clinical treatments the presentation of a new fast track job training program and new awareness for the challenges facing all military veterans changes our way of understanding of who the 21st century veteran is Through this understanding we can change their lives and they can change ours

The Top Books of the Year Employee Incident And Discipline Documentation Form The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels enthraling the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the captivating narratives that have captivated audiences this year.

Employee Incident And Discipline Documentation Form : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Uncover the Best :

Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery.

Employee Incident And Discipline Documentation Form : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered.

The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is an exceptional and thrilling novel that will keep you guessing until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

https://staging.conocer.cide.edu/data/scholarship/index.jsp/Jun_2013_C1_Ocr_Mark_Scheme.pdf

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