

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

Robert N. Lussier, John R. Hendon

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the authors' names.

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

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 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 *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 *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 **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 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 **Decisions and Orders of the National Labor Relations Board** United States. National Labor Relations Board,2015 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 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

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,2013-08-13 *Leading and Managing in Nursing* 5th Edition by Patricia Yoder Wise successfully blends evidence based guidelines with practical application The new edition is designed 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 This thoroughly updated edition 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 Merges theory research and practical application for an innovative approach to nursing leadership and management Offers a

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foodservice industry and one which is only becoming more urgent in today's market. **Managing Employees in Foodservice Operations** offers a uniquely foodservice oriented guide to obtaining training and retaining employees in a fast paced and highly competitive industry. The book provides content perfectly aligned with a two year community college program courses in human resources supervision small business administration or related subjects. Detailed discussion of topics including workplace health and safety recruitment and retention and many more. Ideas cultivated during the authors decades of combined experience in hospitality foodservice leadership and research. Material to support instructors conducting courses including PowerPoints chapter by chapter exam questions and case studies. **Managing Employees in Foodservice Operations** is ideal for students in foodservice related courses as well as professional business.

Supervision in the Hospitality Industry John R. Walker, 2020-12-10. **Supervision in the Hospitality Industry** Ninth Edition is a comprehensive primer designed for beginning leaders new supervisors promoted from an hourly job and students planning for careers in the hospitality industry. Covering each essential aspect of first line supervision this market leading textbook helps readers develop the practical skills and knowledge necessary for effectively supervising hospitality workers at all levels of an organization including cooks servers bartenders front desk clerks porters housekeepers and janitorial staff. Topics include planning and organizing communication recruitment and team building employee training performance effectiveness conflict management and more. The text's unique approach to leading human resources combining fundamental leadership theory and the firsthand expertise of hospital industry professionals enables readers to master concrete results driven leadership methods and overcome the everyday challenges faced in the real world. Principles of good leadership and supervision are presented in clear easy to understand language and are reinforced by numerous examples case studies discussion questions and activities. The ninth edition of **Supervision in the Hospitality Industry** remains the ideal text for students and practitioners alike delivering a basic yet comprehensive knowledge of the different elements of the supervisor's job while helping develop the leadership qualities needed to succeed as a hospitality professional.

Officer-Involved Shootings and Use of Force David E. Hatch, 2002-09-27. Develop easy to follow policies that apply to your department's needs. Every time an officer discharges his weapon whether or not anyone is hit there is an investigation. However most police agencies have allowed their investigations to evolve and change as each incident occurs causing public distrust unnecessary litigation and great h

Encyclopedia of Prisons and Correctional Facilities Mary Bosworth, 2005. Are included Annotation 2004 Book News Inc Portland OR booknews.com. **Human Resource Management** Robert N. Lussier, John R. Hendon, 2020-11-18. Written for both HRM majors and non majors. **Human Resource Management Functions Applications and Skill Development** equips students with the skills they need to recruit select train and develop employees. Best selling authors Robert N Lussier and John R Hendon explore the important strategic functions that HRM plays in today's organizations. A wide variety of applications and exercises keep readers engaged and help them practice skills they can use in their personal and professional

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