



Progressive Discipline/Termination Form

Volunteer Information:

Name:	Location:
Position:	Manager:
Program:	

Type of Performance Concern: (check the appropriate item(s)):

- Quality of Work Quantity of Work Absenteeism Tardiness Safety
- Insubordination Failure to Follow Instructions Breach of Confidentiality Dishonesty
- Impaired at work Misuse of Company Equipment/Property Theft Other (specify below)

You are receiving this disciplinary notice due to the following actions (specify dates):

Level of Discipline being taken and confirmed: (check the appropriate term)

- Verbal Warning Written Warning Dismissal/Termination

Expected and sustained Improvement required by:

- Immediately 3-months Upon completion of agreed upon training

Actions Required to Demonstrate Improvement:

(Volunteer signs only to confirm that they have received this notice, not that they necessarily agree with it)

Next steps for failure to improve or repeat of occurrence(s):

- Written Warning Termination

Signatures:

Supervisor: _____

Date: _____

Volunteer: _____

Date: _____

Date Developed: October 2015

Date Approved: November 2015