

Fisk University  
Progressive Discipline Form

Purpose

The purpose of the progressive discipline form is to ensure all employees are working collaboratively to undergird Fisk University's mission. When there are personnel obstacles to effectively and efficiently undergird the mission, conversations need to be held to place the relevant employee on notice of the behavior to enable them the opportunity to improve. However, if employee behavior does not improve there are additional steps to the progressive discipline continuum.

Employee Name: \_\_\_\_\_ Job Title \_\_\_\_\_  
Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Date of Incident: \_\_\_\_\_ Date: \_\_\_\_\_

- \_\_\_ Verbal Warning
- \_\_\_ Written Warning
- \_\_\_ Final Written Warning

Reason for Warning

1. Violation of or failure to observe
  - a. University, work, or safety rules
  - b. Work Procedures
2. Failure to satisfactorily complete assigned duties.
3. Insubordination
4. Tardiness, absenteeism, or failure to report for work
5. Under the influence of and/or possession of drugs or alcohol
6. Dishonesty
7. Failure to interact collegially and effectively with co-workers, students, and others.
8. Accessing or disclosing confidential information without authorization.
9. Other (Please refer to Progressive Discipline Policy): \_\_\_\_\_  
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Details of actions that warranted the warning.

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The following immediate and sustained corrective action must be taken by the employee. Failure to do so will result in further disciplinary action up to and including termination:

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Note: Your signature on this form means that we have discussed the situation. It does not necessarily mean you agree the infraction occurred.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_