

**Construction Supervisor's Package
Employee Reprimand Record**

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|--------------------|---------------------|-------------------|---------------------|
| EMPLOYEE'S NAME | SOCIAL SECURITY NO. | BADGE NO. | REPRIMAND DATE |
| PROJECT/DEPARTMENT | EMPLOYEE'S TITLE | LENGTH OF SERVICE | TIME IN PRESENT JOB |

Make brief and accurate statements of the employee's actions leading to this reprimand

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| WHAT IS THE REPRIMAND FOR? (Give details of incident(s) requiring this disciplinary action) |
| WHAT STANDARD, POLICY, PROCEDURE, OR RULE HAS BEEN VIOLATED? |
| IF THIS INCIDENT IS REPEATED OR OTHER DISCIPLINARY PROBLEMS ARISE, WHAT ADDITIONAL ACTION IS LIKELY TO RESULT? |
| SUPERVISOR TO EXPLAIN THE PROPER STANDARD OF PERFORMANCE WHICH WILL CORRECT THIS PROBLEM. |

HAS EMPLOYEE BEEN WARNED ABOUT THIS ACTION BEFORE: ___ YES ___ NO / ___ WRITTEN ___ VERBAL

BY WHOM: _____ BADGE # _____ DATE OF WARNING ___ / ___ / ___

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|---|-------------------------------|
| SUPERVISOR'S NAME & TITLE (PRINT) | SUPERVISOR'S SIGNATURE & DATE |
| EMPLOYEE'S COMMENTS (USE ATTACHMENT IF REQUIRED) | |
| My signature hereupon does not necessarily signify my agreement with the above, but attests that I have read and understand the serious nature of this report. A repetition of this action or other acts of a similar nature may result in a more serious corrective action and / or termination of employment. | |
| EMPLOYEE'S SIGNATURE: _____ | |