



EMPLOYEE DISCIPLINARY REPORT

Name: _____ Dept. _____ Employee ID# _____

Date of Occurrence: _____ Supervisor: _____ Location: _____

DESCRIPTION OF THE ISSUE:

- ABSENCE
- TARDINESS
- CONDUCT
- POLICY VIOLATION
- SUBSTANDARD PERFORMANCE
- OTHER _____

Detailed Description:

You are formally being warned to bring your attention to the severity of this situation. Should your record continue to be unacceptable in the above area(s), ASA will find it necessary to take the following disciplinary action (or more depending on the situation). Failure to correct this behavior and/or further violation of company policy will result in additional disciplinary action up to and including discharge.

ACTION TAKEN: CHECK THE APPROPRIATE ITEM BELOW

- VERBAL WARNING
- FIRST WRITTEN WARNING
- SECOND WRITTEN WARNING
- TERMINATION

Depending on the nature of the offense, ASA College reserves the right to skip any steps at its discretion.

Employee Comments:

By signing below you acknowledge that you have received this notice

(Employee Signature)

(Date)

(Supervisor Signature)

(Date)

(HR Representative Signature)

(Date)

DOWNTOWN BROOKLYN

81 Willoughby Street
Brooklyn, NY 11201
Tel: 718 - 522-9073

MIDTOWN MANHATTAN

1293 Broadway/One Herald Center
New York, NY 10001
Tel: 212-672-6450

NORTH MIAMI BEACH

3909 N.E. 163rd Street
North Miami Beach, FL 33160
Tel: 786-279-1740

HIALEAH

530 West 49th Street
Hialeah, FL 33012
Tel: 786-279-2643