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| --- | --- |
| Employee: | Click or tap here to enter text. |
| Wage/Classified: | Choose an item. |
| Position: | Click or tap here to enter text. |
| Start date: | Click or tap here to enter text. |
| Probationary/Non-Probationary | Choose an item. |
| Performance issue(s): | Click or tap here to enter text. |
| Is reviewer aware of performance issues? | Yes [ ]  No [ ]  |
| Who else have you discussed this with? | Click or tap here to enter text. |
| Has employee been notified of FMLA, Worker’s Compensation, Short-Term Disability or Employee Assistance Program, if applicable? | Yes [ ]  No [ ]  Not Applicable [ ]  |
| If yes, which programs have been discussed? | Click or tap here to enter text. |
| Dates and reasons of verbal communication regarding performance. | Click or tap here to enter text. |
| Dates and reasons of counseling memos: | Click or tap here to enter text. |
| Dates and reasons of written notices: | Click or tap here to enter text. |
| Have the performance issues been noted in PPR and/or performance evaluation? | Yes [ ]  No [ ]  Not Applicable [ ]  |
| If so, please specify date(s) and/or year(s). | Click or tap here to enter text. |
| Was the employee warned of potential consequences if the behavior continued? | Yes [ ]  No [ ]  Not Applicable [ ]  |
| Additional relevant information? | Click or tap here to enter text. |
| Level of disciplinary action requested: | Click or tap here to enter text. |
| Completed by: | Click or tap here to enter text. |
| Date: | Click or tap to enter a date. |