



Policies and Procedures
Progressive Discipline

Supervisor Notes / Informal Discipline / Coaching

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| Employee: | |
| Supervisor: | |
| Subject: | |
| Attendees: | |
| Location: | |
| Date: | Time: |

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|--------------------------|
| Discussion Items: |
| Discussion Notes: |

| Action Items | Person Responsible | Due date |
|--------------|--------------------|----------|
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I have informed the employees that repeated infractions or continuing deficient performance or behavior may be cause for further disciplinary action up to and including termination.