



Disciplinary Report of Conference

The purpose of this form is to document disciplinary actions. This form will be filed in the employee's personnel record. It will be removed if no further disciplines have occurred within a 12-month period from the date of this infraction.

Progressive disciplinary policy can be reviewed at: http://www.luc.edu/hr/policies/policy_progdiscipline.shtml

Employee Information:

Employee Name: _____	Employee ID #: _____
Job Title: _____	Dept. #: _____ Ext: _____ Home #: _____
Supervisor: _____	Ext: _____

Discipline Information: (to be completed by supervisor or appropriate authority)

I. Date and time of current infraction: _____
II. Description of Infraction: Provide specific and detailed information of the circumstances surrounding the infraction. Attach additional sheets if necessary: _____ _____ _____
III. Witnesses or others involved in the incident: Name: _____ Name: _____
IV. Employee may attach comments to this form within 15 days of receipt of discipline information.
Discipline Record: List dates, level and reason for any disciplines, including oral warnings, on record. Date: _____ Level: _____ Reason: _____ Date: _____ Level: _____ Reason: _____ Date: _____ Level: _____ Reason: _____

Recommended Level of Discipline:

1. Oral Warning: (for department records only) _____ 2. Written Warning: _____ 3. Suspension:* from _____ to _____ 4. Suspension pending termination:* (date) _____ *must be reviewed by HR

Signatures:

Supervisor: _____ Date: _____

Employee: _____ Date: _____
 (signature indicates receipt of information and does not indicate agreement)

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HR is available to consult with supervisors in advance of any formal discipline action. Review and approval by HR is required of all suspensions and terminations.

___ Approval ___ Disallowed ___ Reduced Comments: _____

Human Resources: _____ Date: _____