**Extraco** **Progressive Discipline – Step Two**

Name: Click here to enter text. Date: Click here to enter a date.

Manager/Supervisor: Click here to enter text.

This meeting is to advise you of the issues outlined in this document and to serve as a reminder of the standards by which all Extraco employees are required to work. As your supervisor, I am here to help you succeed and am identifying these behaviors to help you improve your performance. You are an important member of our team; however, we need you to improve in the area(s) below.

**Reason for Disciplinary Action:**

You are receiving this disciplinary action because of attendance and/or tardiness issues.

You received a Step One on Click here to enter a date. related to your tardiness and number of absences and you have continued to call in or arrive later than your scheduled time as indicated below.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Scheduled Arrival Time | Actual Arrival Time/Did Not Arrive | Minutes Late |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**Outcome or result of these behaviors**

* Extra work created for your manager and co-workers
* Potential loss of credibility with co-workers, customers, and manager
* Behavior not in line with productive work environment

**Desired Behavior**

* ­Limit absences
* Perform duties as required
* Maintain professional conduct
* Show support for co-workers and management

Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have received this disciplinary action and understand that any further incidents within the next  days may result in further disciplinary action up to and including termination of my employment.

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Statement (Describe any assistance needed to improve. Use additional sheets if necessary)

Human Resources Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_