



## Progressive Corrective Action

**Employee Information** (please print):

Today's Date:	
Employee Name:	
SSN:	
Department:	
Job Title:	

Initiating Party Name (please print): \_\_\_\_\_

Has there been previous correction action taken on this issue? If so, when?

Check Type of Action:

Corrective Action

Release During 90-day Probationary Period

Suspension

Involuntary Separation

Date of Action: \_\_\_\_\_

Summary of Incident: (Attach additional pages/documents as appropriate.)

Summary of Expected Behaviors:

Employee Plans to Achieve Expected Behaviors:

Follow Up Actions/Meetings:

Employee Comments (attach additional pages as needed):

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**By signing this document, the employee indicates that he/she has reviewed the document and has received a copy.**

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_