



**Billings Public Schools
Employee Disciplinary and
Corrective Action Notice**

Today's Date:
School/Department:

Name:
Position:

Today's Action	Prior Actions with Dates
<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Reprimand <input type="checkbox"/> Suspension without pay	<input type="checkbox"/> Verbal Warning Dates: <input type="checkbox"/> Written Reprimand Dates

Brief, specific statement of issue:

Corrective Actions with Timeframes:

Failure to comply with corrective action(s) and time frames may lead to further disciplinary action up to and including discharge.

This form will be placed in your personnel file in Human Resources. Please contact your Union Representative if you wish to discuss appropriate options for rebuttal. Written objections are due within fifteen (15) calendar days of this notice.

My signature only indicates that I have received a copy of this notice. It does not necessarily signify my agreement.

Employee's signature: _____ Date: _____

Principal/Supervisor : _____ Date: _____

Executive Director, Human Resources _____ Date: _____

cc: Appropriate Director and Union President
