

TOWN OF VIENNA  
**RECORD OF DISCIPLINARY ACTION**

<b>Employee Name:</b>	<b>Position Title:</b>
<b>Dept/Division:</b>	<b>Event Date:</b>
<b>Supervisor Name:</b>	<b>Supervisor Title:</b>

**Nature of Event:** *Succinctly describe the inappropriate behavior*

**Witnesses:**

**Policy/Procedure Violated:**

**Is this the first action on this behavior?**

yes  no

**If no, date(s) of previous actions:**

**Disciplinary Action to be taken:**

**Written Warning**

**Suspension:** \_\_\_\_\_ **day(s)**

**Termination:** \_\_\_\_\_ **effective date**

**Other (describe):**

**Next Step If Issue Continues:**

**Employee Comments:**

**Employee Signature:**

**Date:**

**Supervisor Signature:**

**Date:**

**Department Head Signature:**

**Date:**

**Human Resources Director Signature:**

**Date:**

**Town Manager Signature:**

**Date:**

**Copy given to Employee by (Signature):**

**Date:**