



# Corrective Action Notice

Employee Name:	Job Title:
Department:	Supervisor:
Date:	

### Type of Infraction:

(Depending on the nature of the offense, MGE Underground, Inc., reserves the right to skip any steps at its discretion.)

Coaching Verbal Warning Written Warning # _____	Final Written Warning Suspension with pay: _____ Days	Suspension without pay: _____ Days Termination
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### Description of Issue:

Absenteeism Unsatisfactory Job Performance Violation of Safety Rules Violation of Policy and/or Procedure Violation	Property Damage Violation of Company Conduct Other: _____
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### Reason for Notice (absenteeism, violation of safety rules, property damage, etc.):

**Relevant Past Occurrences and Active Disciplinary Actions:**

**Plan of Improvement:**

**Consequences of Failure to Make Required Corrections:**

You are formally being warned to bring to your attention the severity of this situation. Failure to correct this behavior and/or further violation of company policy will result in additional disciplinary action up to and including discharge. By signing below you acknowledge that you have received this notice.

**Employee's Acknowledgement**

The above has been discussed with me by my supervisor. I understand the contents and acknowledge and understand the corrective action required. I also acknowledge and understand the potential consequences of noncompliance.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_