

**GEORGIA INSTITUTE OF TECHNOLOGY  
RECORD OF CORRECTIVE ACTION**

|                                                         |                                     |
|---------------------------------------------------------|-------------------------------------|
| EMPLOYEE'S NAME (PLEASE Type)<br><input type="text"/>   | EMPLOYEE ID<br><input type="text"/> |
| SUPERVISOR'S NAME (PLEASE Type)<br><input type="text"/> | DATE<br><input type="text"/>        |

**TYPE OF CORRECTIVE ACTION (Check One)**

- Verbal Warning                       Written Reprimand

**TYPE OF WARNING (Check Applicable)**

- |                                                                  |                                                             |
|------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Absence                                 | <input type="checkbox"/> Harassment                         |
| <input type="checkbox"/> Tardiness                               | <input type="checkbox"/> Dishonesty                         |
| <input type="checkbox"/> Violation of GT Policy                  | <input type="checkbox"/> Violation of Safety Rules          |
| <input type="checkbox"/> Smoking in Unauthorized Areas           | <input type="checkbox"/> Leaving Work without Authorization |
| <input type="checkbox"/> Failure to Follow Instructions          | <input type="checkbox"/> Poor Performance                   |
| <input type="checkbox"/> Unauthorized Use of Equipment/Materials | <input type="checkbox"/> Insubordination                    |
| <input type="checkbox"/> Falsification of Records                | <input type="checkbox"/> Other: <input type="text"/>        |

**Summary of Violation:**

**Summary of Corrective Plan of Action:**

|                        |                              |                                                                                                                                        |                              |
|------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| SUPERVISOR'S SIGNATURE | DATE<br><input type="text"/> | EMPLOYEE'S SIGNATURE                                                                                                                   | DATE<br><input type="text"/> |
| MANAGER'S SIGNATURE    | DATE<br><input type="text"/> | <b>NOTE:</b> THE EMPLOYEE'S SIGNATURE INDICATES THAT THE NOTICE HAS BEEN GIVEN. IT DOES NOT NECESSARILY IMPLY AGREEMENT WITH CONTENTS. |                              |