

HACAP Request to Discipline

Completed by the Employee's Supervisor

Employee Name: _____ Supervisor Name: _____
Program: _____ Site: _____
Date of Infraction: _____

- All documentation that supports your request to discipline (coaching notes, proof of relevant training, staff meeting notes and dates, etc.) must be attached. Email request and documentation to HResources@hacap.org
- Documentation will be reviewed by HR. Supervisor will be notified by HR if the request is approved or denied.
- Supervisors can not dispense a disciplinary action without prior approval from HR.

1. Policy, Program Regulation or Licensing Violation:

2. Work Performance Deficiency:

(Refer to Essential Duties and Responsibilities on Job Description)

3. Dates of Employee Coaching, Training, Disciplinary Action(s), etc. directly related to infraction:

4. Description of Infraction:

5. Recommended Disciplinary Action: *(check one)*

- ☐ Verbal Reprimand
☐ Written Warning
☐ Probation/Performance Improvement Plan
☐ Termination of Employment

Supervisor's Signature: _____ Date: _____