

# Employee Corrective Action



Burdg-Dunham  
& Associates

Employee Name: \_\_\_\_\_

Social Security: \_\_\_\_\_

Position: \_\_\_\_\_

Manager: \_\_\_\_\_

TYPE OF ACTION:        Verbal Counseling                  Written Warning                  Discharge  
   Suspension                  Final Warning

CHECK THE FOLLOWING REASON(S) AND THEN COMPLETE A & B:

Unsatisfactory Performance	Tardiness/Absence	Violation of Company Policy (Specify Violation Under Reason of Action)
Failure to Report to Work	Insubordination	Other Explan:

**A: REASON FOR ACTION:** Describe the specific performance problem or the incident; include dates where applicable. Use additional paper if needed.

**B: CORRECTIVE ACTION REQUIRED:** Describe corrective action the employee must take to correct the problem; include time frame for improvement, if appropriate.

IF PERFORMANCE DOES NOT IMPROVE, THE NEXT STEP WILL BE:

Written Warning                  Final Warning                  Discharge

Employee  
Comments:

I have read and understand this corrective action. I understand that if my performance does not improve, I may receive further correction action, including discharge.

**If you are submitting this form via email, be sure to print the PDF before submitting or save the PDF to your files. You may be asked to provide this completed document in print form by Burdg-Dunham at a later date.**

Laborer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Burdg-Dunham does accept digital signature. By typing in your name in the Signature field of this form and submitting via email, your signature provided in the data submitted will be considered legally binding.*