

# APPENDIX B

(PER-10 Professional Development, Performance, Evaluation and Discipline)



## Progressive Disciplinary Process Form

Date:	Incident (Step) Number:
Employee Name:	Position Title:
Nature of Incident:	CEO/Chief Librarian Name:

Policy or Procedure Contravened:
Performance Standards and Expectations:
Desired Outcomes:

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## Progressive Disciplinary Process Form

Plan of Action to Achieve Desired Outcomes:

Time Period for Improvements:

Date of Follow Up Interview:

Reviewed By:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CEO/Chief Librarian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LAST TEMPLATE REVIEW DATE: July 9 2020