

**TYPE OF NOTICE**

	Written Warning
	Final Written Warning/Suspension
	Discharge

**Duke CORRECTIVE ACTION NOTICE**

Date	Today's Date
Employee	
Department	

You have committed the following violation(s):


You are expected to:


In the event of future infractions you will be subject to:


You have the right to appeal this decision. Staff members must contact Staff and Labor Relations to appeal within 10 calendar days from the date of this corrective action pursuant to the Dispute Resolution Procedure. Contact 684-5557 or 684-2808 for questions regarding the appeal process. Duke intends its corrective-action policies and procedures to be progressive, meaning that future poor performance or behavioral infractions may advance you to the next step in the corrective action process.

\_\_\_\_\_  
Supervisor

I have read this Corrective Action Notice and have discussed the subject of the corrective action with my supervisor.

\_\_\_\_\_  
Staff Member

**Your signature is only to acknowledge receipt of this document; it does not indicate agreement.**