



**DOUGHERTY COUNTY SCHOOL SYSTEM
SUBSTITUTE DISCIPLINARY ACTION FORM**

The purpose of this form is to document problems or concerns by the supervisor. This information will be used to determine if the substitute is following procedures and on task as stated by the board policy and school system rules.

Employee Name _____ Location: _____

Supervisor: _____ Date: _____

Reason for Substitute: _____

- A description of the unsatisfactory behavior;
- Specific examples of unsatisfactory behavior or performance.

Describe in detail the employee's unsatisfactory behavior or performance. Include dates and time of occurrence, specific quotes and list any witnesses:

Describe the unsatisfactory quality of work, initiative and unprofessional appearance:

When was this discussed with the employee? _____

Describe the solutions or agreements discussed by you and the employee:

Signatures are Required

Immediate Supervisor's Signature _____ Date: _____

Employee's Signature _____ Date: _____

Human Resources Dir. Signature _____ Date: _____