



## Human Resources Incident Report

[EmployeeRelations@byuh.edu](mailto:EmployeeRelations@byuh.edu)

EMPLOYEE: \_\_\_\_\_ ID Number: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_ POSITION: \_\_\_\_\_  
SUPERVISOR: \_\_\_\_\_

Administrative     Staff     Student Employee     Other:

### **TYPE OF ACTION:**

Corrective action should take into consider the circumstances of the incident and the employee's record. Corrective action ranges from verbal warning to immediate termination/resignation. Progressive corrective action is NOT required. Employee Relations ([EmployeeRelations@byuh.edu](mailto:EmployeeRelations@byuh.edu)) should be consulted *before* proceeding with corrective action:

- Verbal Warning (original-dept.; copy-employee) \*
- Written Warning
- Final Written Warning
- Suspension:    Begins: \_\_\_\_\_    Ends: \_\_\_\_\_
- Termination/Resignation:    Effective: \_\_\_\_\_
- Other

\* If future disciplinary action is taken, a copy of the Verbal Warning is sent to HR to put in the employee's personnel file.

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

### **Description of the Incident:**

\_\_\_\_\_  
**Supporting Evidence, if any** (please describe or attach related documentation):

### **Corrective Action Plan:**

**Employee's Comments:** the employee is invited to submit a written response on or before – **Date:**

**Follow up:**     Two weeks     One month     Three months     Six months

I acknowledge receipt of a copy of this Human Resources Incident Report and it has been discussed with me. I understand that my signature does not necessarily indicate agreement and that refusal to sign will not invalidate the corrective action prescribed. I also understand that I may submit a written response.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor Signature

\_\_\_\_\_  
Date

*A copy of this Human Resources Incident Report and any attachment(s) should be kept in the Department. Send original(s) to Human Resources (HR). For assistance, contact HR at ext. 5-4582 or by email: [EmployeeRelations@byuh.edu](mailto:EmployeeRelations@byuh.edu)*