

TLC Development Centers, Inc.
Personnel & Administrative Action Form

Name: _____

Job Title: _____

Date of Hire: _____ Date of Incident: _____

Type of Incident: (Select all that apply)

- Attendance
- Tardiness
- Unsatisfactory work
- Rudeness to employee or customers
- Careless
- Failure to follow instructions
- Willful damage to material or equipment
- Violation of policies, state licensing or other
- Insubordination
- Violation of safety rules
- Other _____

Action to be Taken:

Corrective Action: _____

Review Date: _____

I have read and understand this action report.

Signature of Employee Date

Signature of Supervisor Date