



**Valvoline Instant Oil Change
CORRECTIVE ACTION NOTICE**



EMPLOYEE NAME	EMPLOYEE NO.	DEPT./DIV.	LOCATION
IMMEDIATE SUPERVISOR/MANAGER		SUPERVISOR/MANAGER'S MANAGER	

**Disciplinary Level: The following steps are general guidelines.
Any or all step(s) may be skipped depending on the circumstances and severity of the incident.**

LEVEL OF DISCIPLINE – Step 1

Verbal Warning	Final Written Warning*
Written Warning	Termination

CHOOSE A CATEGORY – Step 2

<p align="center">Unsatisfactory Job Performance</p> <ul style="list-style-type: none"> - Failure to perform a reasonable assignment in a timely matter - Failure to improve performance after coaching - Failure to follow Super-Pro
<p align="center">Unsatisfactory Attendance</p> <ul style="list-style-type: none"> - Recurring tardiness, absenteeism, or both - Absent without leave or failure to report off work properly
<p align="center">Misconduct (behavior that is unlawful or unacceptable)</p> <ul style="list-style-type: none"> - (Examples) Drinking, drugs, or weapons, fighting or sleeping on the job, rudeness to or arguing with customer, theft or destruction of company property, Violation of any company rule or regulation, pit opening violations, unlawful discrimination or harassment, unauthorized disclosure of confidential information, falsifying or misrepresenting information (fraud), insubordination, unauthorized use of company property or personnel, borrowing money from the cash drawer for any reason, smoking and/or open flame in the Service Center, etc.

INCIDENT DESCRIPTION – Step 3

Current Incident Description and Supporting Details: (Description of Incident with Date, Time and Location of occurrence, as well as the impact on the Company. Attach any supporting documents.)

High Desert Oil expects all of its employees to adhere to an acceptable level of performance. Failure to improve and maintain a satisfactory level of performance may result in further disciplinary action, up to and including termination.

Previous Disciplinary Action: <i>(Attach documentation)</i>		
<i>Level of Discipline</i>	<i>Date</i>	<i>Incident</i>

Guidelines to address the issue:

1. **Expectations:**

2. **Measurable/Tangible Improvement Goals:**

3. **Training or Special Direction to be provided:**

4. **Employee's recommendation/s for improvement:**

***IF ISSUING A FINAL WRITTEN WARNING OR TERMINATION, THE AREA MANAGER OR THE DIRECTOR OF OPERATIONS MUST BE CONTACTED PRIOR TO TERMINATION.**

EMPLOYEE ACKNOWLEDGEMENT

This Document Was Issued To Employee On _____ (Date)

I have received a copy of this notification and it has been reviewed with me. I understand that failure to meet the expectations outlined above and sustain an acceptable level of performance moving forward may result in further disciplinary action, up to and including termination.

Employee Signature – (Employee Name) - Date

Manager Signature – (Manager's Name) - Date

*Note: If employee refuses to sign, please write "Employee Refused to Sign" then sign and date the manager's signature line. Give the employee a copy. The signature line indicates the employee received a copy of this notice, not that they necessarily agree with its contents.