

EMPLOYEE WARNING REPORT

Employees receiving this warning report are hereby put on notice of a violation of the Town's rules and/or standards of employee conduct. Further violation(s) may result in further discipline, including the possible termination of employment.

Employee's Name _____ Date _____

Copy Forwarded to: Employee Representative Employee Other: _____

VIOLATION

☐ Attendance	☐ Carelessness	☐ Insubordination
☐ Lateness/Early Quit	☐ Violation of Company Policies or Procedures	☐ Violation of Safety Policies
☐ Unauthorized Absence From Work Area	☐ Willful Damage to Material/Equipment	☐ Working on Personal Matters/Conflict of Interest
☐ Substandard Work Quality	☐ Threatening or Engaging in Violence	☐ Unsatisfactory Behavior Towards Employees or Customers
☐ Drinking/Drugs While at Work	☐ Unfit for Duty	☐ Other: _____

EMPLOYER'S STATEMENT

Violation Date _____ Time _____

EMPLOYEE'S STATEMENT

☐ I agree with Employer's Statement

☐ I disagree with Employer's description of violation for these reasons:

PREVIOUS WARNINGS

DATE	ORAL (Y/N)	WRITTEN (Y/N)	OTHER	SUPERVISOR
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

ACTION

☐ Warning ☐ Suspension ☐ Dismissal
☐ Other: _____

TIMETABLE FOR IMPROVEMENT

☐ Immediate ☐ 30 days ☐ 60 days
☐ Other: _____

CONSEQUENCES

Failure to Improve will result in: ☐ Warning ☐ Suspension ☐ Dismissal ☐ Other: _____

☐ I HAVE READ THIS EMPLOYEE WARNING REPORT AND UNDERSTAND IT. ☐ EMPLOYEE DECLINES TO SIGN

Employee Acknowledgment of Receipt Date Supervisor Signature Date

****ORIGINAL TO BE PLACED IN PERSONNEL FILE****