

## Incident Log

Name \_\_\_\_\_ Employee # \_\_\_\_\_ Classification \_\_\_\_\_

Date \_\_\_\_\_  Probationary: when did employee start? \_\_\_\_\_

School \_\_\_\_\_ Cafeteria Phone # \_\_\_\_\_

Cafeteria Manager \_\_\_\_\_ Area Supervisor \_\_\_\_\_

Has the employee previously received any of the following: counseling, reprimand letter, U-Notice?

Yes: please indicate date(s) \_\_\_\_\_ and attach copies of the document(s)

No

Unknown

### Type of Incident:

Drug or Alcohol Use

Theft

Rude, Discourteous Behavior

Insubordination

Fight

Dereliction of Duties

Other \_\_\_\_\_

- State what occurred, using **SPECIFIED DETAILS** (What did the employee do or fail to do, who was involved, when did it occur)

---

---

---

---

---

---

---

---

---

---

---

---

Employee submitted a written statement. \_\_\_\_\_

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

If there were witnesses, list the name(s) & attach copies of their **WRITTEN STATEMENTS**

1. \_\_\_\_\_

4. \_\_\_\_\_

2. \_\_\_\_\_

5. \_\_\_\_\_

3. \_\_\_\_\_

6. \_\_\_\_\_

- Use Additional Sheets if Necessary

√ Obtain employee's signature when you counsel employee about the incident(s)

**Original:** Food Services Branch

**Personnel Yellow Copy:** AFSS

**Pink Copy:** Manager's File

**Goldenrod Copy:** Employee