

EMPLOYEE WARNING RECORD

Employee's Name _____ Payroll No. _____ Dept. _____

Shift _____ Time _____ Date of Warning _____

WARNING

Date of Violation _____ Nature Substandard Work Conduct Tardiness
 Time of Violation _____ of Carelessness Disobedience Other _____
 Place Violation Occurred _____ Violation

VILLAGE REMARKS

Has Employee Been Warned Previously	Form of Warning	WHEN WARNED AND BY WHOM		
		1 ST Warning	2 nd Warning	3 rd Warning
<input type="checkbox"/> Yes <input type="checkbox"/> No	Oral			
	Written			

EMPLOYEE REMARKS RE: VIOLATION

The absence of any statement on the part of the EMPLOYEE indicates his/her agreement with the report as stated.

I have entered my version of the matter above.

Employees Signature _____ Date _____

ACTION TO BE TAKEN

Approved By _____
Name Title Date

I have read this "warning" and understand it.	
_____ <small>Employee's Signature</small> <small>Date</small>	_____ <small>Signature of person who prepared Warning</small> <small>Title</small> <small>Date</small>
Distribution of copies <input type="checkbox"/> Employee <input type="checkbox"/> Personnel Department <input type="checkbox"/> Foreman or <input type="checkbox"/> Plant Manager Supervisor <input type="checkbox"/> Employees Union Rep	_____ <small>Supervisor's Signature</small> <small>Date</small>