

Policy: AD-06-05

Policy Title: Verbal Warning Issuance Policy

Policy Purpose: Set forth departmental procedures for issuance of a verbal warning.

Implementation Date: 02/03/2006

Revision Date: NA

**TOWN OF WESTFIELD
PUBLIC WORKS DEPARTMENT
VERBAL WARNING ISSUANCE POLICY**

This policy will set forth guidelines regarding how verbal warnings will be issued within the department. All verbal warnings issued within the public works department shall comply with the following guidelines:

1. No associate within the public works department shall be issued a verbal warning without the prior approval of the, Town Manager, Director of Public Works, or the Director's designee (during the Director's absence).
2. All verbal warnings that have been approved for issuance will be required to be executed using the attached form "Associate Verbal Warning Notice Form".
3. All verbal warnings issued within the department must comply with the criteria as established within the latest version of the **Town Personnel Policies, Procedures, and Benefits Manual**.

Bruce A. Hauk, Director
Westfield Public Works



WESTFIELD PUBLIC WORKS

Associate Verbal Warning Notice Form

Date: _____

Associate's Name: _____

Supervisor's Name: _____

First Warning Second Warning Other: _____
 Was previous counseling session held? Date held: _____

1. Your performance has been found unsatisfactory for the reasons set forth below:

- Tardiness Unexcused Absence Negligence Disobedience of orders
 Conduct that disregards the public good Lack of acceptable work performance Other (explain below)

2. The following corrective action will be taken by the employee:

3. Date action to be completed: _____

4. Follow-up meeting will be held on: _____

Associate's Signature

Date

Supervisor's Signature

Date

Director's Signature

Date