

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 Acknowledgement of Receipt Date Supervisor Signature Date

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