

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

| | | |
|--|--|---|
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Carelessness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Lateness/Early Quit | <input type="checkbox"/> Violation of Company Policies or Procedures | <input type="checkbox"/> Violation of Safety Policies |
| <input type="checkbox"/> Unauthorized Absence From Work Area | <input type="checkbox"/> Willful Damage to Material/Equipment | <input type="checkbox"/> Working on Personal Matters/Conflict of Interest |
| <input type="checkbox"/> Substandard Work Quality | <input type="checkbox"/> Threatening or Engaging in Violence | <input type="checkbox"/> Unsatisfactory Behavior Towards Employees or Customers |
| <input type="checkbox"/> Drinking/Drugs While at Work | <input type="checkbox"/> Unfit for Duty | <input type="checkbox"/> 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