

## Employee Warning Form

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Location: \_\_\_\_\_

Employee Status:  Full Time  Part Time  Probationary employee

**Purpose:** A warning provides a formal opportunity for a supervisor to help an employee understand where improved performance is expected, and to provide a written record of each counseling session:

Counseling Session  Verbal Warning  Written Warning  Final Written Warning

*There is no requirement that all steps in the discipline progression must be followed as the company has discretion to decide on the penalty depending on the nature of the offense.*

**PROBLEM AREA** (Note below specific problems - issues, occurrences, dates, times, etc.):

- |   |   |
|---|---|
| <input type="checkbox"/> Violation of company policy                | <input type="checkbox"/> Poor work and performance              |
| <input type="checkbox"/> Insubordination                            | <input type="checkbox"/> Safety violation                       |
| <input type="checkbox"/> Absenteeism or Tardiness                   | <input type="checkbox"/> Damage to company property             |
| <input type="checkbox"/> Misconduct                                 | <input type="checkbox"/> Physical or verbal assault or fighting |
| <input type="checkbox"/> Alcohol or drug policy violation           | <input type="checkbox"/> Failure to complete work assignment    |
| <input type="checkbox"/> Other (note specific problem below): _____ |   |

**IMPROVEMENT REQUIRED:** Was employee told about how to correct the situation?  Yes  No

### EMPLOYEE COMMENTS:

Failure to correct the above violation(s), or further violations of company policies and procedures, will result in further disciplinary action up to and including termination.

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**My signature acknowledges that I have received this warning form:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*To be placed in Employee Personnel File*