

## EMPLOYEE COUNSELING/WARNING NOTICE

Employee: \_\_\_\_\_ Position: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Violation Date: \_\_\_\_\_ Violation Time: \_\_\_\_\_<sup>am</sup>/<sub>pm</sub> Violation Location: \_\_\_\_\_

**Type of Notice:**

- |  |   |
|--|---|
| <input type="checkbox"/> Counseling                      | <input type="checkbox"/> Final Warning: without suspension            |
| <input type="checkbox"/> 1 <sup>st</sup> Written Warning | <input type="checkbox"/> Final Warning: with suspension of _____ days |
| <input type="checkbox"/> 2 <sup>nd</sup> Written Warning | <input type="checkbox"/> Discharge recommended                        |

Check here if this is in response to a SIRC recommendation \_\_\_\_\_

**Any infraction of agency policy or practice may result in further disciplinary action including termination. If the infraction is of a severe nature any or all steps leading to discharge may be waived.**

**Nature of Deficiency: (Please check)**

_____ Insubordination	_____ Training
_____ Attendance/Tardiness/Unauthorized Early Quit	_____ Failure to Follow Directions
_____ Unsatisfactory Work Quality	_____ Violation of Agency's Policy and Practices
_____ Inappropriate use of Language	_____ Neglect of Duty
_____ Other: _____	

1. I have made the following observation of employee's conduct:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Corrective action to be taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3 These standards are important because of the following impact on the work environment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Employee requires re-training in the area of: \_\_\_\_\_

Supervisor has contacted training on: Date: \_\_\_\_\_

5. I have advised employee of the following consequences if employee fails to follow the above standards:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. This matter will be reviewed within \_\_\_\_\_ weeks (If appropriate)

*Supervisor Sign Here:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Dept. Head or Designee:* \_\_\_\_\_ *Date:* \_\_\_\_\_

\_\_\_\_\_ I have read and fully understood the above warning.

\_\_\_\_\_ I have read and do not agree with the above warning. (Attached are my comments on a separate sheet)

\_\_\_\_\_ I request that this warning be reviewed by Employee Relations.

*Employee Sign Here:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**If the employee refuses to sign:**

*“This is to certify that the employee named in this report was warned by his/her supervisor in my presence concerning the subject matter contained therein.”*

*Witness:* \_\_\_\_\_ *Date:* \_\_\_\_\_