

PMHCC EMPLOYEE WARNING NOTICE
(Progressive Performance Remediation)

Employee Name: _____

Warning Date: ___/___/___

Department: _____

Supervisor: _____

TYPE OF WARNING - if other than First Warning for the same violation, attach other warning(s):

Verbal Warning First Written Warning Second Written Warning Third Written Warning

TYPE OF VIOLATION:

- | | |
|--|--|
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Violation of Safety Rules |
| <input type="checkbox"/> Lateness or Early quit | <input type="checkbox"/> Policy or Rule Violation |
| <input type="checkbox"/> Unsatisfactory Work Quality/Quantity | <input type="checkbox"/> Other (Explain Below) _____ |
| <input type="checkbox"/> Failure to Follow Instructions | _____ |
| <input type="checkbox"/> Willful Damage to Material or Equipment | _____ |

OTHER WARNINGS GIVEN - List dates and details. If more space is needed, attach to this form.

DETAILS OF VIOLATION - Include all details including dates and times.

RECOMMENDED CORRECTIVE ACTION - Warning Only Probation Suspension Other

Recommendations for Improvement - If more space is needed, attach write up to this form.

Signature of Supervisor: _____ Date: ___/___/___

Signature of Program Director: _____ Date: ___/___/___

I have read this Employee Warning Notice and understand it. I also understand that I may respond to this warning notice, in writing, within five (5) business days.

Signature of Employee: _____ Date: ___/___/___

Cc: Employee

Human Resources Department (Personnel File copy)

Program Director