

## Employee Violation Form

The below named Manager has determined the necessity of giving you this Point Reduction. The reason is stated below. It is important for you to review the Employee Handbook and all applicable office rules to help you avoid any further Point Reductions. Please remember it is the employee's responsibility to check their payroll and other information within the payroll software.

**NOTE FOR ALL EMPLOYEES:** 10pts will be subtracted from your total if you have 5 or less Point Reduction Incident's for the year

Reason for Point Reduction:

Date of Incident: \_\_\_\_\_

Employee Remarks/Comments:

Point Reductions: \*\*\*\*For more details or descriptions please see the Employee Handbook\*\*\*\*

**0 points**

- Verbal Warning: Described above

**5 points**

- Time Clock Error 1-4 times (valid 60 days)
- Clocking in/out either early or late including lunch break 1<sup>st</sup> and 2<sup>nd</sup> time (up to 15 mins.) (valid for 60 days)
- Not taking an appropriate Lunch Break 1<sup>st</sup> and 2<sup>nd</sup> time (for less than 30 mins. or after 2pm) (valid for 60 days)
- Other - Described above (valid for 60 days)

**10 points**

- Time Clock Error 5 or more times (valid 6 months)
- No Sick/Personal days left 1<sup>st</sup> additional (or partial) day missed (valid for 6 months)
- Clocking in/out either early or late including lunch break 3 or more times (up to 15 mins.) (valid for 90 days)
- Not taking an appropriate Lunch Break 3 times or more (for less than 30 mins. or after 2pm) (valid for 90 days)
- Using more than your allowed 2 half days (valid for 90 days)
- More than 10 Point Reduction Incident's (valid for 1 year) (counted within the employees anniversary year)
- Other - Described above (valid for 90 days)

**20 points**

- No Sick/Personal days left 2<sup>nd</sup> and 3<sup>rd</sup> additional (or partial) day missed (valid for 6 months)
- Clocking in/out either early or late (more than 15 mins. but less than an hr.) (valid for 6 months)
- Clocking in/out either early or late (more than an hr.) (valid for 6 months)
  - \* Mandatory use of a sick/personal day. It is up to the employee if they want to use either a half/full day.
  - \* It is up to your Manager if you will be sent home or not
  - \* If you have no sick/personal days left you will be penalized. Please see above for No Sick/Personal days left
- Insubordination (valid for 6 months)
- Abuse of computers on company time (valid for 6 months)
- Other - Described above (valid for 6 months)

**50 points**

- No Sick/Personal Days left 4<sup>th</sup> additional (or partial) day or more (valid for 1 year)
- 15 or more Point Reduction Incident's in a year (valid for 1 year) (counted within the employees anniversary year)
- Unauthorized/Personal Use of Printer (valid for 1 year)
- Other - Described above (valid for 1 year)

Employee's Signature: \_\_\_\_\_

Today's date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Employer's Signature: \_\_\_\_\_

(Required if the employee is a Manager)