

**Dougherty County School System  
Human Resources Department  
Written Warning Form**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal's/Director's: \_\_\_\_\_

1. Please check:  
 First Written Warning, Verbal Warning has not corrected situation.  
 First Written Warning, Verbal Warning has not been given, but situation is serious enough to warrant immediate Written Warning.  
 Final Written Warning.
2. Check the performance problem(s) that have contributed to this Written Warning:

<input type="checkbox"/>	Unauthorized removal of property	<input type="checkbox"/>	Tardiness
<input type="checkbox"/>	Safety violation(s)	<input type="checkbox"/>	Substandard job performance
<input type="checkbox"/>	Solicitation on the job during work time	<input type="checkbox"/>	Careless errors
<input type="checkbox"/>	Falsification of records	<input type="checkbox"/>	Intentional negligent damage to System
<input type="checkbox"/>	Sexual Harassment	<input type="checkbox"/>	Excessive absenteeism
<input type="checkbox"/>	Rudeness	<input type="checkbox"/>	Failure to notify supervisor of absence in a timely manner
<input type="checkbox"/>	Insubordination	<input type="checkbox"/>	Personal business/conversation during work time
<input type="checkbox"/>	Failure to follow directions	<input type="checkbox"/>	Unauthorized Overtime
<input type="checkbox"/>	Failure to get along with fellow employees	<input type="checkbox"/>	Timecard or time clock violation
<input type="checkbox"/>	Failure to carry out job responsibilities	<input type="checkbox"/>	Other (describe):

3. Describe in detail examples of employee's unsatisfactory behavior or performance. Include dates and times of occurrence, specific quotes and witnesses. Use additional paper if necessary:
4. Clearly describe the performance you expect from this employee:
5. What are the potential consequences to the employee if this behavior is not corrected?
6. By what date must the employee correct his/her performance?
7. How long must the correct performance be maintained in order for the warning to end?  
 One Month     Two Months     Three Months     Other: \_\_\_\_\_
8. How often will you meet with the employee to discuss his/her progress:  
 Weekly     Bi-Weekly     Other: \_\_\_\_\_

**SIGNATURE:** Principal/Director: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE READ AND SIGNED BY THE EMPLOYEE:**

The above performance problem(s) have been discussed with me, I understand that either failure to improve my performance or the occurrence of other incidents of unsatisfactory behavior will result in further disciplinary action, up to and including termination. The employees' signature does not necessarily signify agreement with this written warning. For employee comments an additional sheet may be attached and made an official part of this written warning.

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