

# Part-time Employee Warning



Verbal Warning\*    Written Warning

**NOTE:** Prior to issuing the following types of corrective actions, Assistant/Associate Director approval must be obtained.

Final Warning    Notice of Suspension    Notice of Corrective Probation Period    Dismissal\*

Name of Employee \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Department \_\_\_\_\_

Red ID Number \_\_\_\_\_

## Reason for Warning/Notice

Select all applicable:

- Violation of Company Policy or Procedure    Conduct/Attitude    Unsatisfactory Work Performance  
 Attendance/Tardiness    Safety Violation    Insubordination    Other \_\_\_\_\_

**Provide detailed information, including: Incident Date, Violation, Description of Incident, Previous Warnings**

**State Company Policy/Job Description Requirement**

**To avoid further discipline, employee is expected to**

*Should this incident occur again you will receive further disciplinary action up to and including suspension, probation and/or termination of employment.*

**Employee Response**



_____	_____	_____
Issuing Supervisor (Print Name)	Issuing Supervisor Signature	Date
_____	_____	_____
Assistant/Associate Director (Print Name)	Assistant/Associate Director Signature	Date
_____	_____	_____
Director (Print Name)	Director Signature	Date

Corrective Probation Period (if applicable):      Effective Dates: \_\_\_\_\_ to \_\_\_\_\_

Suspension Period (if applicable):              Effective Dates: \_\_\_\_\_ to \_\_\_\_\_       Paid       Unpaid

Follow-up Meeting (if applicable):              Date: \_\_\_\_\_

Employee's signature on this document is acknowledgement that this matter has been discussed with the Employee, and the Employee has reviewed it prior to its placement in the personnel file.

Employee Signature\* \_\_\_\_\_ Date \_\_\_\_\_

Employee Refused to Sign

\* Employee Signature is not required in the case of a Verbal Warning or Dismissal.

Original to be placed in employee's personnel file. Forward to Human Resources Director.

Copy to:  Employee     Supervisor     Director