



# Employee Written Warning

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

**Reason for Corrective Action:**

- |                       |                         |                                  |
|-----------------------|-------------------------|----------------------------------|
| Punctuality           | Attendance              | Poor quality of work             |
| Damaged equipment     | Job Knowledge           | Code of Conduct                  |
| Attitude              | Volume of work produced | Safety                           |
| Violation of policy   | Job Performance         | Refusal to work designated shift |
| Other (Explain below) |                         |                                  |

**Details of incident, exactly what happened? (Date, time, location, action):**

**What policy, procedure or standard was not followed?**

**Has the employee been counseled on this or a similar incident before?** No Yes

Verbal, date: \_\_\_\_\_ Written, date: \_\_\_\_\_ Other, date: \_\_\_\_\_

**What should the employee do in the future to avoid a similar incident? (Include objectives, goals, and follow-up date, if applicable):**

**Warning Type:**

- |                             |                       |                |
|-----------------------------|-----------------------|----------------|
| Introductory Period Warning | Documented            | Verbal Warning |
| Written Warning             | Final Written Warning |                |

**Employee Comments:**

I have read this warning and have been given the opportunity to discuss it with my supervisor. I have made comments I feel appropriate to the incident. I acknowledge that I know the County policy, procedure or standard associated with this incident. I understand this report will be retained in my personnel file. My signature below indicates that I am in receipt of this notice (a witness must sign if the employee refused to sign).

<i>Employee Signature</i>	<i>Date</i>
<i>Supervisor Signature</i>	<i>Date</i>

\_\_\_\_\_