**Employee Performance Warning Form**

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

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

Incident Date: \_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Issue(s): \_\_\_\_\_ Attendance \_\_\_\_\_ Carelessness \_\_\_\_\_ Disobedience

 \_\_\_\_\_ Safety \_\_\_\_\_ Tardiness \_\_\_\_\_ Work Quality

 \_\_\_\_\_ Other (must specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why was the employee given a verbal warning? (Statement of Fact)

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How was the employee instructed to correct the problem?

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Signature of Supervisor Date

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Signature of Employee Date

Please note: Before giving an employee a verbal warning or issuing them the Employee Performance Warning Form, the Director or Assistant Director of Human Resources must first be consulted.

The original Employee Performance Warning Form must be sent to the Office of Human Resources. A copy of the Employee Performance Warning Form must be provided to the employee and a copy must be maintained by the supervisor.

9/25/17