EMPLOYEE WARNING REPORT

Employees receiving this warning report are hereby put on notice of a violation of the Town's rules and/or standards of employee conduct. Further violation(s) may result in further discipline, including the possible termination of employment.

Employee's Name _____ **Date** _____

Copy Forwarded to: **Employee Representative** **Employee** **Other:**

VIOLATION

___ Attendance	___ Carelessness	___ Insubordination
___ Lateness/Early Quit	___ Violation of Company Policies or Procedures	___ Violation of Safety Policies
___ Unauthorized Absence From Work Area	___ Willful Damage to Material/Equipment	___ Working on Personal Matters/Conflict of Interest
___ Substandard Work Quality	___ Threatening or Engaging in Violence	___ Unsatisfactory Behavior Towards Employees or Customers
___ Drinking/Drugs While at Work	___ Unfit for Duty	___ Other: _____

EMPLOYER'S STATEMENT

Violation Date _____ Time _____
_____
_____
_____
_____
_____
_____
_____
_____

EMPLOYEE'S STATEMENT

__ I agree with Employer's Statement
__ I disagree with Employer's description of violation for these reasons:
_____
_____
_____
_____
_____
_____
_____

PREVIOUS WARNINGS

DATE	ORAL (Y/N)	WRITTEN (Y/N)	OTHER	SUPERVISOR
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

ACTION

___ Warning   ___ Suspension   ___ Dismissal
___ Other:_____

TIMETABLE FOR IMPROVEMENT

___ Immediate   ___ 30 days   ___ 60 days
___ Other: _____

CONSEQUENCES

Failure to Improve will result in: ___ Warning   ___ Suspension   ___Dismissal   ___ Other: _____

___ I HAVE READ THIS EMPLOYEE WARNING REPORT AND UNDERSTAND IT.   ___ EMPLOYEE DECLINES TO SIGN

_____ _____   _____ _____
Employee Acknowledgement of Receipt   Date   Supervisor Signature   Date

ORIGINAL TO BE PLACED IN PERSONNEL FILE