

Employee Warning Notice

PLEASE PRINT

Employee Name _____ Date of Warning _____

Department _____ Class/Step _____

Type of Violation

Attendance	Insubordination	Failure to Follow Instructions
Rudeness to Employees or Patrons	Violation of Library Policies	Unsatisfactory Work Quality
Violation of Library Policy or Procedures	Willful Damages to Material or Equipment	Working on Personal Matters (Computers/E-mail)
Other _____		

Previous Warnings

	ORAL	WRITTEN	DATE	BY WHOM
1 st Warning			/ /	
2 nd Warning			/ /	
3 rd Warning			/ /	

Employer Statement

Date of Incident ____ / ____ / ____ Time ____ : ____ AM
PM

Employee Statement

I agree with Employer's statement.

I disagree with Employer's description of violation for these reasons:

Action to be taken Warning Probation Suspension Dismissal Other _____

Consequence should incident occur again _____

I have read this Employee Warning Notice and understand it.

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF SUPERVISOR WHO ISSUED WARNING

DATE