Employee Warning Notice

PLEASE PRINT

Employee Name Department

Date of Warning Class/Step

Insubordination Violation of Library Policies Willful Damages to Material or Equipment Failure to Follow Instructions Unsatisfactory Work Quality Working on Personal Matters (Computers/E-mail)

Type of Violation

Attendance Rudeness to Employees or Patrons Violation of Library Policy or Procedures Other

Previous Warnings

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

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 SIGNATURE OF SUPERVISOR WHO ISSUED WARNING

/ /

DATE DATE

/ /

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