

## EMPLOYEE WARNING NOTICE

Employee Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Date(s) of Incident: \_\_\_\_\_ Date of Notice: \_\_\_\_\_

### TYPE OF VIOLATION

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Attendance                | <input type="checkbox"/> Unsatisfactory Performance ** | <input type="checkbox"/> Violation of Company Policy |
| <input type="checkbox"/> Violation of Safety Rules | <input type="checkbox"/> Insubordination               | <input type="checkbox"/> Other                       |

### DESCRIPTION OF VIOLATION

### DESCRIPTION OF POLICY

### ACTION TO BE TAKEN

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Verbal Warning | <input type="checkbox"/> 1 <sup>st</sup> Written Warning | <input type="checkbox"/> 2 <sup>nd</sup> Written Warning | <input type="checkbox"/> 3 <sup>rd</sup> Written Warning |
| <input type="checkbox"/> Final Warning  | <input type="checkbox"/> Suspension without Pay          | <input type="checkbox"/> Termination                     |  |

### Consequences Should Incident Occur Again

### Coaching/Handouts Given To Employee

\*\*If performance related, will the employee be re-evaluated?  Yes  No

Is all supporting documentation attach?  Yes  No

Did you attach or send a copy of the handbook/policy?  Yes  No

**SUPERVISOR COMMENTS**

**EMPLOYEE STATEMENT**

*I understand that my signature does not necessarily mean that I agree with this Warning Notice; it is just an acknowledgement that I received a copy and have been given the opportunity to respond. I understand failure to correct this behavior and/or further incidents, may result in additional corrective action up to and including termination.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check if employee declined to sign Warning Notice Form

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to Employee

Copy to ContinuumHR

Original in Employee File