

# Documentation of Verbal 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)

---

---

---

---

How was the employee instructed to correct the problem?

---

---

---

---

---

Signature of Supervisor

Date

---

Signature of Employee

Date

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

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

9/8/17