

WRITTEN WARNING DISCIPLINE NOTICE

Employee's Name _____ Date _____

Department _____

Date of Incident _____

Verbal _____ Written Warning _____

Discharge Effective _____

Reason for warning of discipline. (Check one or more box as appropriate. Explain fully in Remarks Section.)

1. Violation of or failure to observe:
 - a. Work rules
 - b. Work procedures
2. Insubordination
3. Tardiness, absenteeism, failure to report for work
4. Under the influence of and/or possession of drugs or alcohol
5. Dishonesty
6. Failure to observe proper safety procedures
7. Failure to complete work assignment
8. Discourtesy or verbal abuse of guest or other employees
9. Damage or misuse of work property
10. Unauthorized removal from work premises of department or other property
11. Physical or verbal assault and/or fighting
12. Other (specify in remarks section)

Remarks: Explain reasons for warning or discipline, including specific details of incident or violation; include prior warning(s).

I hereby acknowledge receipt of a copy of this discipline form.

Employee's Signature

Date

Supervisor

Date