



**Verbal Warning Form**

This is a counseling or corrective interview to explain the basis of the need for corrective action. This verbal warning will be documented by the supervisor.

Date: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

The following incident/occurrence was discussed:

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(Employee's name) \_\_\_\_\_, was notified that failure to correct the problem would lead to further disciplinary action, up to and including demotion or dismissal.

\_\_\_\_\_  
Director/Supervisor's Signature

\_\_\_\_\_  
Date

## **Guidelines for Using Progressive Disciplinary Procedures**

Whenever appropriate, directors and supervisors will offer feedback to employees to correct performance deficiencies or workplace behavior problems. If problems persist, a progressive series of corrective steps will normally be pursued.

The following provisions are to be observed when taking corrective disciplinary actions:

### **1. Verbal Warning**

A counseling or corrective interview will be held by the supervisor with the employee to explain the basis of the need for corrective action. This verbal warning will be documented by the supervisor.

### **2. Disciplinary Interview/Written Warning**

The director of supervisor will conduct the disciplinary interview. A written record of the interview will be given to the employee and a copy placed in the employee's personnel file. This interview record will contain a description of the employee's conduct or job performance, the change of conduct required of the employee, and the consequences if the problem is not corrected within a specified period of time. Such warning will be signed by both parties.

### **3. Suspension**

If sufficient improvement does not occur within the noted time frame, or serious work performance or behavior problems warrant immediate attention, disciplinary action in the form of suspension without pay is a possibility. Suspension without pay is considered a serious disciplinary action and should be taken only after consultation with the Human Resources Director.

### **4. Dismissal**

The Human Resources Director, upon recommendation of the employee's director and/or supervisor, will review the case for dismissal and take action, as appropriate, in a written letter of dismissal to be given to the employee in a meeting in the presence of the director and/or supervisor. In all cases prior to dismissal, the termination checklist will be reviewed with the director and/or supervisor to make certain that all measures have been taken to preserve the employment relationship.