

UPSHUR COUNTY
WARNING OF UNSATISFACTORY JOB PERFORMANCE

Verbal Written

Employee Name _____ Employee ID # _____ Dept # _____

NATURE OF VIOLATION:

- _____ Insubordination
- _____ Excessive Absenteeism or Tardiness
- _____ Absent Without Leave (failure to notify supervisor of leave)
- _____ Poor Performance
- _____ Endangering Safety of Others/Violation of Safety Rules
- _____ Workplace Violence
- _____ Reported to Work under the Influence of Alcohol or Illegal Drugs
- _____ Destruction of County Property (willful or due to carelessness)
- _____ Disruptive Behavior
- _____ Unauthorized Use of County Property
- _____ Violation of Personnel Policies/Procedures
- _____ Other (Explain)

DATE OF INCIDENT: _____

SUPERVISOR'S EXPLANATION OF INCIDENT: _____

Has employee been warned previously for the **same violation**? _____ Yes _____ No

DATE(S) OF PREVIOUS WARNING(S) FOR THE SAME VIOLATION:

1st _____ VERBAL ___ WRITTEN ___

2nd _____ VERBAL ___ WRITTEN ___

3rd _____ VERBAL ___ WRITTEN ___

Note: All verbal warnings must be documented, dated and signed by the supervisor/department head.

Supervisor's Signature _____ Date _____

Department Head Approval _____ Date _____

NOTICE TO EMPLOYEE: A copy of this warning will be placed in your personnel file in the Treasurer's Office. Further infractions of this nature may result in disciplinary action up to and including termination. If you wish to provide a written statement regarding this warning, please be sure to include your signature/date and submit to the Treasurer's Office to be placed in your personnel file.

Employee's Signature _____ Date _____