City of Maumelle

Employee Warning Notice

☐Verbal Warning ☐Written Warning ☐Suspension ☐Demotion

EMPLOYEE NAME: _____ JOB TITLE: _____

DEPARTMENT: _____ DATE: _____

1. **REASON FOR DISCIPLINE: FACTS OF EVENTS:**
   Explanation of current problem, including specific dates and examples (Attach any additional documentation):
   _____
   _____
   _____

2. **PREVIOUS WARNINGS: HAS EMPLOYEE BEEN PREVIOUSLY COUNSELED OR DISCIPLINED FOR SAME OR SIMILAR REASON? ☐YES ☐NO**
   Why is this a problem for the city or department? _____
   _____
   _____
   _____

3. **IMPROVEMENT REQUIRED:**
   Specific changes in performance or behavior which must occur (including dates for compliance:)
   _____
   _____
   _____

4. **TIME ALLOWED: INDICATE A MAXIMUM PERIOD OF TIME ALLOWED FOR IMPROVEMENT**
   ☐ **30 Days** ☐ **60 Days** ☐ **90 Days** ☐ **Not Applicable**

   Evaluation Date: _____
   To be set when warning is given

   Failure to correct problem may result in further disciplinary action up to and including termination.

   Employee comments: _____
   _____
   _____

   Supervisor comments: _____
   _____
   _____

_____ _____ _____ _____
Employee Signature Date Supervisor Signature Date

***Signature indicates review, not necessarily agreement.**

INSTRUCTIONS

VERBAL WARNING
1. Conduct conversation with employee
2. Complete form
3. Obtain employee comments, if any, signature and date
4. Give employee a copy. Supervisor retains a copy.
5. Send copy to Personnel Department

WRITTEN WARNING
1. Conduct formal conversation with employee
2. Complete form
3. Obtain employee comments, if any, signature and date
4. Obtain all necessary signatures
5. Distribution: Employee, Supervisor and Personnel Dept.