.

**ACTION TAKEN:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | < Verbal Warning |  | < Written Warning |  | < Suspension ( ) unpaid days. Day/s out: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | < Other: | Explain: | | | |

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| --- |
| **Explanation:** |
| The purpose of this warning is to bring to your attention ongoing deficiencies in your conduct and/or job performance.  As discussed in our meeting, your job performance needs attention with the following issue(s):  We see no reason that your performance cannot be improved and we look forward to working with you toward that end.  This warning is being provided to call these issues to your attention and provide you an opportunity to consider ways to improve. |

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| **Goals/ Corrective Behavior** |
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**SHOULD YOUR RECORD CONTINUE TO BE UNACCEPTABLE IN THE ABOVE AREA(S), THE COMPANY WILL FIND IT NECESSARY TO TAKE THE FOLLOWING DISCIPLINARY ACTION: \_\_\_ <Suspension \_\_\_\_ < Change of position \_\_ \_ < Termination \_\_\_ < Other: Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Employee Comments:** |
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**The above has been discussed with me by my supervisor. I understand the contents and acknowledge and understand the corrective action required. I also acknowledge and understand the potential consequences of noncompliance.**

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EMPLOYEE PRINTED NAME EMPLOYEE SIGNATURE DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUPERVISOR PRINTED NAME SUPERVISOR SIGNATURE DATE