

DOCUMENTED ORAL WARNING

- WARNINGS ARE THE FIRST STEP IN THE STATE'S FORMAL DISCIPLINARY PROCESS.
 - CAN BE GIVEN ORALLY, BUT SHOULD BE MEMORIALIZED IN WRITING (E-MAIL OK).
 - SIMILAR IN STRUCTURE AND CONTENT TO AN LOI EXCEPT A DOCUMENTED WARNING SHOULD CONTAIN LANGUAGE INDICATING THAT FURTHER VIOLATIONS MAY/WILL RESULT IN THE IMPOSITION OF DISCIPLINE.
 - WARNINGS ARE NOT PART OF THE PERMANENT PERSONNEL FILE. A COPY SHOULD GO IN THE SUPERVISOR'S WORKING FILE AND A COPY MUST BE GIVEN TO THE EMPLOYEE.
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DOCUMENTED ORAL WARNING

SAMPLE WARNING

Date: Today's Date
To: Employee's Name
From: Supervisor's Name
Subject: Warning - Punctuality

On [insert date], I provided you with a Letter of Instruction outlining my expectations of you regarding punctuality. Since that time your pattern of punctuality has not improved. Once again here are my expectations of you as it relates to maintaining a sustained, reliable pattern of punctuality.

Our customers count on us to provide them with excellent customer service that is professional and timely. It is therefore incumbent on all employees to be at their assigned work station, ready to work, at the time designated for the start of their work shift. Additionally, the Performance Standards associated with the Professionalism job element of your Work Performance Standards stress the necessity for consistent punctuality.

It is my expectation that you will consistently be at your work station, ready to work, at the time designated for the start of your shift. I expect you to immediately and fully comply with this expectation. Your failure to comply with these expectations will result in the imposition of further progressive disciplinary action up to and including reprimand, suspension or termination.

I will be monitoring your compliance in meeting this expectation through my ongoing observations of your punctuality.

If at any time you have questions concerning your job duties or the expectations laid out in this Warning please contact me immediately. Thank you in advance for your cooperation on this matter.