



# Jefferson County Commission

## Employee Written Warning

### Employee Information

Employee Name:

Date:

Employee ID:

Job Title:

Manager:

Department:

### Type of Warning

- First Warning                       Second Warning                       Final Warning

### Type of Offenses

- Tardiness/Leaving Early                       Absenteeism                       Violation of County Rules  
 Job Performance                       Violation of Safety Rules                       Rudeness to Customers/Coworkers  
 Other: \_\_\_\_\_

### Details

The purpose of this warning is to once again bring to your attention ongoing deficiencies in your conduct and/or performance. The intent is to define for you the seriousness of the situation so that you may take immediate corrective action.

Reason for Warning:

Corrective Action Required:

Consequences of Further Infractions:

### Acknowledgment of Receipt of Warnings

The warning will be placed in your personnel file for one year. The above has been discussed with me by my supervisor. I understand the contents and acknowledge and understand the corrective action(s) required. I also acknowledge and understand potential consequences of noncompliance.

Employee Signature

Date

Supervisor Signature

Date

Department Head Signature

Date