



# EMPLOYEE WARNING / INCIDENT REPORT FORM

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Is this a    Warning or an    Incident Report?

Does this include Probation? If so, what is the period of Probation: \_\_\_\_\_

If a previous discipline meeting occurred with this Employee, enter date: \_\_\_\_\_

### **Reasons for Warning/Incident Report:**

Absenteeism    Failure to follow procedure    Rudeness  
 Tardiness    Failure to meet performance    Refusal to work overtime  
 Policy violation    Aggressive behavior / Fighting    Language  
Other

**Details of actions that warranted this warning:**

The following immediate and sustained corrective action must be taken by the employee, failure to do so will result in further disciplinary action up to and including termination:

The Employee has been counseled concerning this matter:

in person      by telephone      by email on date:

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**Supervisor's Signature**

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Date

## EMPLOYEE'S ACKNOWLEDGMENT OF RECEIPT

The undersigned acknowledges receiving a copy of this form.

This signature does not indicate that I agree with the content of this form.

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**Supervisor's Signature**

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Date