



Employee Warning Notice

Employee Information

Date: 3/27/13
Employee Name: Shawn Allen
Job Title: Sanitarian
Manager/Supervisor: Jamie Sorenson

Type of Warning

- Verbal Warning [checked]
Written Warning []
Final Warning []

Type of Offense

- Tardiness/Leaving Early []
Absenteeism []
Violation of Company Policies []
Substandard Work []
Violation of Safety Rules []
Rudeness to Customers/Coworkers [checked]
Other []

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

Shawn was trying to talk to another employee about following GMP's correctly. This conversation escalated into a heated discussion with both employees, where both employees used foul language.

Plan for Improvement:

Shawn will address co-workers respectfully and if another employee is non-compliant he will talk with his supervisor.

Consequences of Further Infractions:

If Shawn has a similar incident he may face suspension or up to termination.

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager/supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee Signature: Shawn Allen

Date: 3-27-13

Employee Signature

Date

Manager/Supervisor

Date: 3/27/13

Date

Witness Signature (if employee understands warning but refuses to sign)

Date