

COLUMBIA SCHOOL DISTRICT

EMPLOYEE WARNING NOTICE

EMPLOYEE: _____ **DATE OF WARNING:** _____

Type of Violation

Attendance	Carelessness	Insubordination
Tardiness/Early Departure	Failure to Follow Instructions	Violation of Safety Rules
Rudeness	Willful Damage to Materials/ Equipment	Dishonesty
Unsatisfactory Work Quality	Violation of Policies or Procedures	Improper Conduct
Unreported Absence	Reporting Under the Influence of Alcohol or Drugs	Other

Employer Statement **Date of Incident:** _____ **Time:** _____

Employee Statement

DATE: ___/___/___ **Employee Signature** _____

Action to be taken: ___ Warning ___ Probation ___ Suspension ___ Dismissal

___ **Other:** _____

DATE: ___/___/___ **Immediate Supervisor's Signature** _____