

Documentation of a VERBAL WARNING

ISSUED TO: _____

ISSUED BY: _____ Supervisor Signature: _____

This memo is to document that I issued a verbal warning to the above employee on (date):_____.

Date the unacceptable behavior occurred:

Description of the reason the employee is being disciplined:

(Check after notification) The employee was notified that any further unacceptable behavior or violations of company policies, procedures or work rule could be cause for further discipline.

NOTES:

A copy of this memo is to be sent to human resources and will be kept in the employee's file consistent with retention times in CBA if applicable.

The employee does not receive a copy of this memo.

Union representation will be permitted if the employee requests.