

EMPLOYEE WARNING/REPRIMAND FORM

1. ABC Personnel Policies and Procedures Chapter ABC-4-9 Progressive Discipline provides guidelines for the proper use of this form.
2. Completed forms must be sent through the supervisory chain of command to the ABC Personnel Division.
3. This step of discipline ***MUST*** be indicated on the employee's Final Performance Appraisal for the correct review period.

☐ This is a **WARNING** (Step 1)

☐ This is a **REPRIMAND** (Step 2)

Employee Payroll Name: _____ Employee ID XXX-XX- _____

Division: _____ Location (Store #): _____

OFFENSE: List the specific violation as indicated in ABC Personnel Policies and Procedures Chapter ABC4-10 Employee Standards of Conduct, Division Policies and Procedures, and/or Performance Appraisal Responsibilities and Results.

FACTS RELATED TO THE SITUATION: Provide specific details that support the offense(s) listed in the previous section to include dates, times, and location. Any supporting documentation/evidence should be attached to this form.

REMEDY: State how and when the situation is to be corrected (employee input is recommended). If a Corrective Action Plan is developed as a part of the remedy, the details of the plan (e.g., evaluation time frame, training, follow-up meeting date) should be provided below or included as an attachment.

SIGNATURES: Employee signature is required to acknowledge discussion and receipt of the form rather than agreement with the action taken. The employee can respond by submitting a written rebuttal within five (5) working days after the disciplinary action has been administered. The rebuttal will be included in the employee's personnel file along with the completed form.

*****REFUSAL TO SIGN THIS FORM IS AN ACT OF INSUBORDINATION AND WILL RESULT IN DISCIPLINARY ACTION*****

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____