

Two Examples of Written Warnings

Example 1

Heading/Date

Dear Mr. _____:

On October 23 and November 3, 20XX, you were counseled concerning your frequent absences from work, your consistent failure to notify me that you would be absent, and your subsequent failure to adequately justify your absence.

During the period November 4 to date, you have been absent four (4) times on the first day of the workweek without notification or justification. Such action on your part places undue hardship on your fellow workers and is detrimental to the efficiency of your work unit. You are expected to be on the job, on time, each workday unless you have a legitimate illness or other acceptable excuse, and to notify me immediately in the event you cannot be at work.

Any reoccurrence of an unexcused absence on your part, or failure to notify me immediately if you will be absent will result in further disciplinary action up to and including termination. You are encouraged to contact the University's Employee Assistance Program to assist you with any personal issues that may be affecting your attendance and your ability to perform your work. You are also encouraged to contact Human Resources if you believe you qualify for an accommodation under the Americans with Disabilities Act.

A copy of this letter will be placed in your official personnel file.

Immediate Manager: _____

Employee Signature/Acknowledgement: _____

Director/Dean/Chair: _____

Vice President: _____

Example 2

Heading/Date

Dear Ms. _____:

On February 16 and 23, 20XX you were counseled concerning your frequent tardiness. Since February 24 you have been tardy an additional six (6) times: February 25 and 26, and March 2, 4, 5, 9, 20XX. Such action on your part places undue hardship on your fellow workers and is detrimental to the efficiency of our work unit. You are expected to be at your desk and ready to work at 8 a.m. each workday. Core hours of the university are from 8 a.m. to 4:30 p.m.

Additionally, on February 16 and 22, 20XX you were counseled on your improper completion of standard university travel forms which resulted in a departmental staff member's inability to attend an important conference. You were also counseled on your inability to access and properly use the university's calendar system. Your inability to correctly use the calendar system to schedule a meeting resulted in our staff missing an important meeting with the state auditors.

You are encouraged to contact the University's Employee Assistance Program to assist you with any personal issues that may be affecting your attendance and your ability to perform your work. You are also encouraged to contact Human Resources if you believe you qualify for an accommodation under the Americans with Disabilities Act. You are required to attend Travel Training sponsored by the Office of Financial Services, and the Outlook Calendar class sponsored by E-Learning. I am also requesting that you contact the Office of Human Resources' Employee Development Center to schedule a training class to assist you in developing your organizational skills.

Further tardiness and/or continued poor performance will result in further disciplinary action up to and including termination. A copy of this letter will be placed in your official personnel file.

Immediate Manager: _____

Employee Signature/Acknowledgement: _____

Director/Dean/Chair: _____

Vice President: _____