

RECORD OF COUNSELING, VERBAL WARNING, or WRITTEN WARNING

LEVEL ONE WARNING — Documentation of the Meeting

Unless the seriousness of a performance or behavioral issue immediately warrants a more severe disciplinary level, supervisors should use a level one warning as an opportunity to meet with the employee to bring attention to the existing performance, conduct or attendance issue. The supervisor is expected to discuss with the employee the nature of the problem, and to clearly outline expectations and steps the employee must take to improve performance or resolve the problem.

Within five (5) business days, the supervisor will prepare written documentation of the meeting on a form approved by the Personnel Board. The employee will be asked to sign this document and, if desired, provide information that may challenge the issue presented for disciplinary action. The supervisor will provide all documentation to the Personnel Officer or designee to be placed in the employee’s personnel file.

Name of Employee: _____

Name of Supervisor: _____

Date: _____

Supervisor’s documentation of the meeting (if additional space is need, use separate pages):

Description of Issue:

- | | |
|---|--|
| <input type="checkbox"/> Absence | <input type="checkbox"/> Policy Violation |
| <input type="checkbox"/> Safety Violation | <input type="checkbox"/> Conduct |
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Substandard Performance |
| <input type="checkbox"/> Other: | |

Written documentation by Supervisor:

Signature of Employee: _____ Date: _____

Your signature is intended only to acknowledge receipt of the notice; it does not imply agreement or disagreement with the notice itself.

Signature of Supervisor: _____ Date: _____

LEVEL TWO WARNING — Documentation of the Meeting

A level two warning may be used when the seriousness of an issue immediately warrants a more severe response than a level one warning or when performance, conduct or attendance issues that were first documented in a level one warning have not been corrected. A level two warning involves more formal documentation of the issues and consequences.

When issuing a level two warning, the immediate supervisor and the Personnel Officer or designee will meet with the employee and review any additional incidents or information about the issue(s) as well as any prior relevant corrective action plans or measures. The supervisor will outline the consequences for the employee of his or her continued failure to meet performance and/or conduct expectations. Within five (5) business days, the supervisor will prepare written documentation of the meeting using the form provided by the Personnel Officer. The employee will be asked to sign this document and, if desired, provide information that may challenge the issue presented. The supervisor will provide all documentation to the Personnel Officer or designee to be placed in the personnel file.

Name of Employee: _____

Name of Supervisor: _____

Personnel Officer or designee: _____

Date: _____

Supervisor’s documentation of the meeting (if additional space is need, use separate pages):

Supervisor’s statement of the consequences for the employee of his or her continued failure to meet performance and/or conduct expectations (if additional space is need, use separate pages):

Employee Comments (if additional space is need, use separate pages):

[Signatures continued on next page]

Signature of Employee: _____ Date: _____

Your signature is intended only to acknowledge receipt of the notice; it does not imply agreement or disagreement with the notice itself. If you refuse to sign, someone in a supervisory position within the agency will be asked to initial the form indicating that you received a copy of the form. You have the right to appeal the corrective action noted above under the provisions of the Town of Rehoboth Personnel Policies.

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Signature of Personnel Officer/designee: _____ Date: _____