



RECORD OF VERBAL INSTRUCTION & CAUTION

Name of Employee:	Employee Classification/Job Title:
Date of Violation Occurrence:	Time of Occurrence:
Location of Occurrence:	Nature of the Violation: Incompetency, Inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect duty, failure of good behavior, Misfeasance, Malfeasance, Nonfeasance, Other <hr/> <p align="center">(Underline Violation or fill in blank)</p>

Description of Violation (Use the reverse of this page or additional pages if necessary):

This documentation is to provide proof of instruction and caution. This instruction and caution should be considered a corrective measure to improve future conduct. This record will be removed from your personnel files after (18) months if there are no further violations. Any further violations could result in more severe disciplinary actions. I hereby acknowledge that I have received instruction and caution has been given to me on this day.

SIGNATURE OF EMPLOYEE

DATE

SUPERVISOR WHO ISSUED WARNING

DATE

UNION REPRESENTATIVE

DATE

Copies to: Employee, Employee Personnel File