## Employee Warning Notice

# CLEVELAND BUS SERVICE

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee Information | | | | | | | | | | | | | | | | |
| Employee Name: | | | | |  | | | | | | Date: |  | | | | |
| Employee ID: | | |  | | | | | | | | Job Title: | | |  | | |
| Manager: | |  | | | | | | | | | Department: | | | |  | |
|  | | | | | | | | | | | | | | | | |
| Type of Warning | | | | | | | | | | | | | | | | |
|  | First Warning | | | | | | |  | | Second Warning | | |  | | | Final Warning |
|  | | | | | | | | | | | | | | | | |
| Type of Offense | | | | | | | | | | | | | | | | |
|  | Tardiness/Leaving Early | | | | | | |  | | Absenteeism | | |  | | | Violation of Company Policies |
|  | Substandard Work | | | | | | |  | | Violation of Safety Rules | | |  | | | Rudeness to Customers/Coworkers |
|  | Other: | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Details | | | | | | | | | | | | | | | | |
| Description of Infraction: | | | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Plan for Improvement: | | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Consequences of Further Infractions: | | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Acknowledgement of Receipt of Warning | | | | | | | | | | | | | | | | |
| By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning. | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |  |
| Employee Signature | | | | | | | | | | | | | | | | Date |
|  | | | | | | | | | | | | | | | |  |
| Manager Signature | | | | | | | | | | | | | | | | Date |
|  | | | | | | | | | | | | | | | |  |
| Witness Signature (if employee understands warning but refuses to sign) | | | | | | | | | | | | | | | | Date |