



FRANDELJA ENRICHMENT CENTER EMPLOYEE INCIDENT/SITUATION NOTICE

Employee's Name: _____ Position/Job Title: _____ Date of Warning: _____

Supervisor's Name: _____

RE: Written Warning

INCIDENT/SITUATION INFORMATION

Date of incident/situation: _____ Approximate time: _____ Describe location: _____

Description of incident/situation: _____

This is in violation of our center policies and employee expectations as detailed in the following:

- Job description.
- Employee Handbook.
- Other: _____

DISCIPLINARY HISTORY OF EMPLOYEE

- First warning
- History of warnings (check all that apply and list dates)
 - Verbal warning
 - Verbal warning
 - Verbal warning
 - Written warning
 - Written warning
 - Written warning

Dates of prior warnings:

Initials Required:

Employee: _____

Supervisor: _____

IMPROVEMENT PLAN

Expectations on how to improve: _____

****Continued violations of these or any other policies may result in further disciplinary action up to and including termination.****

SIGNATURES

- I have read this Employee Incident/Situation Notice and understand it.
- Employee refused to sign this form and all attached documentation.

Employee Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Supervisor's Name: _____

Supervisor's Position/Title: _____

FranDelJA Enrichment Center

cc. Employee Personnel File