

Appendix K Sample Warnings

Verbal Warning

- Stated by supervisor to the employee as a verbal warning.
- Noted in employee personnel file as a warning given on a specific date.
- Note in file to include:

Nature of Warning

Time Frame for Improvement

How Work will be Measured

Consequences if Warning does not Result in Change in Behavior

Date of Verbal Warning: _____

Supervisor's Signature: _____

Written Warning Letter

To include: Nature of Warning
Time Frame for Improvement
How Work will be Measured

Date: March 27, 2015

Dear Bill:

This is to advise you that your work performance has not improved since March 5, 2015, when a verbal warning was given to you and noted in your file. The verbal warning stated you were coming late to work, taking long coffee breaks, leaving work early and not wearing your uniform.

At that time, we discussed and agreed upon a time frame of one week for improvement and how we would measure your improvement. We also stated that the consequences if you did not improve your performance on the job would result in a three day suspension.

Therefore, your work performance will be closely monitored to ensure the situation is being corrected. Failure to correct this within one week will result in a three day suspension.

I will be happy to discuss this with you in more detail. Please contact me.

Yours truly,

supervisor's signature

Suspension Letter

Date: March 27, 2015

Dear Bill:

This is to advise you that the community council of Green Meadows discussed your work performance at its regular meeting held on March 27, 2015. The attached Resolution #60-14/15 was passed at the meeting.

You are hereby suspended from all work related duties from March 28 to April 20, 2015; without pay.

The reason for this suspension as noted by both verbal warning on March 5 to March 8, 2015 and a written warning on March 21, 2015, is because of the following concerns of council: You are not fulfilling the duties of your agreement by coming to work late, taking long coffee breaks and not wearing your uniform.

Yours truly,

supervisor's signature

Attachment

Dismissal Letter

Date: April 28, 2015

Dear Bill:

This is to advise you that the community council of Green Meadows discussed your work performance at a special meeting held on April 28, 2015.

The supervisor, Harry Brown, explained the events leading up to council's decision.

Discussion/Background: Several complaints received from residents were checked out. This was followed by personal observation.

Verbal Warning: On March 5 and 8, verbal warnings were given to you. The March 8 warning was noted in your personnel file.

Written Warning: On March 27, a written warning was given to you explaining council's concerns.

Training and Other Concerns: You had requested help in preparing reports. This was provided by the RCMP on April 1.

Previous Evaluations: It was necessary to suspend you for three weeks without pay regarding our concerns. They apparently had no effect.

The supervisor indicated that he has made every reasonable effort to help improve your performance, yet your work record has not improved.

For these reasons and in the best interest of the community, council passed resolution #75-14/15 (attached) terminating your position as community safety officer with council, effective April 29, 2015. You are entitled to two weeks pay in lieu of notice, as per the employee agreement, which will be paid out to you on your final cheque. You can pick up your separation slip from the council office after May 4, 2015. Please meet with the community administrative officer to arrange for turning in keys, etc.

Yours truly,

mayor's signature

Attachment