

**Documentation of Oral Warning**

Name:	
Title:	Shift:
Department:	Date of Oral Warning:
	Date of Coaching and Counseling Memo

The following is a summary of the employee’s undesirable behavior(s) or activities (attach appropriate documentation as necessary).

Reason for the warning: B-1 Excessive Lateness  
 Examples and dates of behavior/activity: See Below

You are receiving this memo because as of date you have exceeded the amount of allowed lateness prior to disciplinary action. Excessive lateness is considered by College policy to be more than five occurrences of lateness in a calendar year. Consecutive years of excessive lateness will cause the next stage in the disciplinary process for excessive lateness.

For the current calendar year you have been late as follows:

***Copy, Paste, and Update the “You have been late the following days” section from the Coaching and Counseling Memo***

Out of a total of five allowable occurrences, you have been late total # of late days used times.

The employee was informed of the seriousness of the matter, that it constitutes an oral warning, and that further lateness would necessitate additional disciplinary action.

Employee’s reaction was: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***I understand that my signature indicates that this document has been discussed with me and I have received a copy of it; it does not necessarily indicate agreement with the facts or actions stated. If I disagree, it is my option and responsibility to comment as appropriate.***

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copies should be given to: Employee, Human Resources and Department