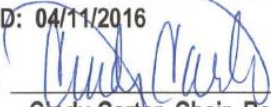
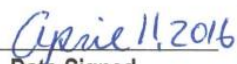


# Grant County Personnel Policy

DATE ISSUED: 04/11/2016	EFFECTIVE DATE: 04/11/2016
APPROVED:  Cindy Carter, Chair, Board of County Commissioners	 Date Signed
LAST REVISED: 03/15/2016	CONTACT: Human Resources

## 1308 – 1<sup>st</sup> Warning / 1<sup>st</sup> Level

A warning is a formal notice provided to the employee. Warnings are documented in writing and placed in employee's personnel file. Employees shall sign warnings as evidence only of having received the warning. Warnings shall include an explanation of the violation or problem and request for corrective action required of the employee. Written warnings should include the following:

- Statement of the facts;
- Statement of discipline administered;
- Corrective action required of the employee;
- Definite period during which the employee must clearly demonstrate improvement;
- Statement of further potential corrective action to be taken if corrective action is not achieved; and
- Employee's comments and acknowledgement of receipt of discipline.