

MADISON COUNTY LIBRARY SYSTEM EMPLOYEE WARNING NOTICE

The following **Warning** was issued today and it is to be made part of the official record.

Name Date

- 1. () Insubordination, including, but not limited, (1) a refusal by the employee to sign acknowledgment of receipt of any disciplinary notice, (2) resistance to, or refusal of, a job-related instruction by any supervisory personnel, or (3) any overt or obvious demonstration of disrespect for any supervisory personnel
- 2. () Discourteous treatment, verbal or otherwise, of Library patrons or other employees
- 3. () Failure to work in harmony with co-workers
- 4. () Unsatisfactory job performance
- 5. () Sexual misconduct
- 6. () Bringing a firearm to the work place
- 7. () Conviction of a felony, or conviction of a misdemeanor involving dishonesty, violence or illegal drug possession or usage
- 8. () Drinking or using illegal drugs on the job, or possessing alcohol or illegal drugs on the job
- 9. () Reporting to work under the influence of alcohol or illegal drugs
- 10. () Falsification of any Library records, including personnel records
- 11. () Willful destruction or defacing of Library property
- 12. () Theft or conversion of any property of the Library or of Library patrons
- 13. () Abuse of sick leave, vacation leave, or other leave
- 14. () Continued tardiness or unexcused absences after warning or other corrective measures have proven insufficient
- 15. () Political activity which is in violation of federal, state, or local laws
- 16. () Inappropriate dress/violation of dress code
- 17. () Other (Explain)

Remarks: _____

Signature of Supervisor: _____

I have read this report: _____
Signature of Employee