



## Greene County Record of Verbal Warning

Employee's Name: \_\_\_\_\_

Employee's Classification: \_\_\_\_\_

Date(s) Warning Was Issued: \_\_\_\_\_

Date(s) Violation Occurred: \_\_\_\_\_

Location(s) where Violation Occurred: \_\_\_\_\_

### Type of Violation

Incompetency  
Inefficiency  
Dishonesty  
Drunkenness  
Immoral Conduct  
Insubordination  
Discourteous Treatment of the Public

Neglect of Duty  
Failure of Good Behavior  
Misfeasance  
Malfeasance  
Nonfeasance  
Other (explain below)

Description of Violation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(attach additional sheet if necessary)

This Verbal Warning is issued as a corrective measure in an effort to help you improve your conduct. This warning will be removed from your personnel files after twelve (12) months, providing you have no additional disciplinary actions during that time period. Any further violations could result in more severe disciplinary actions.

\_\_\_\_\_  
Signature of person issuing reprimand

\_\_\_\_\_  
Title

I hereby acknowledge that a copy of the above Record of Verbal Warning has been given to me this day.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date