

**UPSHUR COUNTY**  
**WARNING OF UNSATISFACTORY JOB PERFORMANCE**

Verbal       Written

Employee Name \_\_\_\_\_ Employee ID # \_\_\_\_\_ Dept # \_\_\_\_\_

- NATURE OF VIOLATION:**
- \_\_\_\_\_ Insubordination
  - \_\_\_\_\_ Excessive Absenteeism or Tardiness
  - \_\_\_\_\_ Absent Without Leave (failure to notify supervisor of leave)
  - \_\_\_\_\_ Poor Performance
  - \_\_\_\_\_ Endangering Safety of Others/Violation of Safety Rules
  - \_\_\_\_\_ Workplace Violence
  - \_\_\_\_\_ Reported to Work under the Influence of Alcohol or Illegal Drugs
  - \_\_\_\_\_ Destruction of County Property (willful or due to carelessness)
  - \_\_\_\_\_ Disruptive Behavior
  - \_\_\_\_\_ Unauthorized Use of County Property
  - \_\_\_\_\_ Violation of Personnel Policies/Procedures
  - \_\_\_\_\_ Other (Explain) \_\_\_\_\_

2020 JUL 15 AM 11:10  
FILED  
TERRY ROSS  
COUNTY CLERK  
BY \_\_\_\_\_  
UPSHUR COUNTY, TX.  
DEPUTY

DATE OF INCIDENT: \_\_\_\_\_

SUPERVISOR'S EXPLANATION OF INCIDENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has employee been warned previously for the same violation? \_\_\_\_\_ Yes \_\_\_\_\_ No

DATE(S) OF PREVIOUS WARNING(S) FOR THE SAME VIOLATION:

1<sup>st</sup> \_\_\_\_\_ VERBAL \_\_\_ WRITTEN \_\_\_

2<sup>nd</sup> \_\_\_\_\_ VERBAL \_\_\_ WRITTEN \_\_\_

3<sup>rd</sup> \_\_\_\_\_ VERBAL \_\_\_ WRITTEN \_\_\_

*Note: All verbal warnings must be documented, dated and signed by the supervisor/department head.*

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Head Approval \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE TO EMPLOYEE:** A copy of this warning will be placed in your personnel file in the Treasurer's Office. Further infractions of this nature may result in disciplinary action up to and including termination. If you wish to provide a written statement regarding this warning, please be sure to include your signature/date and submit to the Treasurer's Office to be placed in your personnel file.

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