



WESTCHESTER COUNTY

WARNING NOTICE - CONDUCT

DATE: 8/05/2023

EMPLOYEE NAME: _____

JOB TITLE: Maintenance Laborer

FACILITY: _____

On (date) 8/05/2023 your conduct on the job was deficient in the manner described below. Such behavior is inappropriate and is not allowed.

(Mark all that apply)

☒ 1. Tardiness

☐ 2. Unreported Absence (failure to call in)

☐ 3. Leaving job without permission

☐ 4. Inappropriate Conduct

☐ 5. Negligence

☐ 6. Recklessness

☐ 7. Destruction of property

☐ 8. Endangering others

☐ 9. Insubordination

☐ 10. Defective and or improper work

☐ 11. Failure to do work assigned

☐ 12. Drinking on Duty

☐ 13. Reporting under the influence

☐ 14. Fighting

☐ 15. Rules violation

☐ 16. Other: _____

REMARKS:

On 7/6/, 7/22, 8/2, 8/4. and 8/5/2023, arrived late to work these dates. We tried to make it unacceptable to come to work late. We warned that it is important to arrive on time and be ready to work at the time scheduled. Summer schedule is from 11am to 7pm)

(use reverse side if necessary)

The purpose of this notice is to call the above deficiency to your attention and give you an opportunity to correct it. A copy of this notice has been placed in your personnel file and may be considered in future disciplinary actions.

(Employee) Stephen Campbell

(Foreman) Trinodd Habersham

☐ Number of other Warning Notices employee has received in past 18 months.

☐ Recommend Employee Assistance Program

☒ Recommend Disciplinary Action If this continues we recommend that Mr. Campbell be suspended.

Approved by: _____

(DIVISION SUPERVISOR)

(CHIEF OF OPERATIONS)

(DEPUTY COMMISSIONER)

(COMMISSIONER)