



WARNING NOTICE - CONDUCT

DATE: 3/21/22

EMPLOYEE NAME: [REDACTED]

JOB TITLE: [REDACTED]

FACILITY: [REDACTED] Park

On Monday, March 21, 2022, your conduct on the job was deficient in the manner described below. Such behavior is inappropriate and is not allowed.

(Mark all that apply)

- | | |
|---|---|
| <input type="checkbox"/> 1. Tardiness | <input type="checkbox"/> 9. Insubordination |
| <input type="checkbox"/> 2. Unreported Absence (failure to call in) | <input type="checkbox"/> 10. Defective and or improper work |
| <input type="checkbox"/> 3. Leaving job without permission | <input type="checkbox"/> 11. Failure to do work assigned |
| <input type="checkbox"/> 4. Inappropriate Conduct | <input type="checkbox"/> 12. Drinking on Duty |
| <input type="checkbox"/> 5. Negligence | <input type="checkbox"/> 13. Reporting under the influence |
| <input type="checkbox"/> 6. Recklessness | <input type="checkbox"/> 14. Fighting |
| <input type="checkbox"/> 7. Destruction of property | <input checked="" type="checkbox"/> 15. Rules violation |
| <input type="checkbox"/> 8. Endangering others | <input type="checkbox"/> 16. Other: _____ |

REMARKS: [REDACTED] texted [REDACTED] supervisor stating "[REDACTED] needed a day off." After I called [REDACTED] to inquire further [REDACTED] notified me [REDACTED] would like to take a personal day. [REDACTED] has been reminded of the department's policy regarding time use. **318 Leave-Time Request Procedures** All leave-time requests must be completed through the Leave Management Program for permission to take annual leave, personal leave, leaves with or without pay, holiday hours, or advance sick leave notice. All requests should be submitted with sufficient lead-time for all necessary approvals. All requests are subject to the approval of the commissioner. All leaves, other than sick leave, are scheduled and approved at the convenience of the department. Having a time balance does not mean that those hours may be taken at the employee's sole discretion.

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.

[REDACTED]
(Employee)

[REDACTED]
(Supervisor)

- ☐ Number of other Warning Notices employee has received in past 18 months.
- ☐ Recommend Employee Assistance Program
- ☐ Recommend Disciplinary Action

Approved by: [REDACTED]
(DIVISION SUPERVISOR)

[REDACTED]
(FIRST DEPUTY COMMISSIONER)

[REDACTED]
(DEPUTY COMMISSIONER)

[REDACTED]
(COMMISSIONER)