

**Diocese of Sacramento  
DOCUMENTATION**

Parish/School/Dept \_\_\_\_\_

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

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Date of Hire \_\_\_\_\_ Date of Last Performance Review \_\_\_\_\_

<b>Action Taken:</b>	<input type="checkbox"/> Verbal Warning	<input type="checkbox"/> Second Written Warning	
	<input type="checkbox"/> First Written Warning	<input type="checkbox"/> Administrative Leave	
	<input type="checkbox"/> Other: _____		
<b>Reason for Action:</b>	<input type="checkbox"/> Job Performance	<input type="checkbox"/> Lack of Cooperation	
	<input type="checkbox"/> Tardiness	<input type="checkbox"/> Misconduct	
	<input type="checkbox"/> Absenteeism	<input type="checkbox"/> Insubordination	
	<input type="checkbox"/> Safety Violation(s)	<input type="checkbox"/> Breach of Confidentiality	
	<input type="checkbox"/> Other: _____		

**Incident(s):** (State briefly the incidents or events which led to the filing of this report)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Previous Warning:** (Has employee been previously warned or disciplined for the same or similar reason?)

**No**

**Yes**

Date(s) of previous warning(s): \_\_\_\_\_

Nature of previous warning(s):

Informal Discussion       Verbal Warning       Written Warning

Other: \_\_\_\_\_

**Employee Development Plan:** (State clearly what employee must do to improve)

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**Time Frame for Improvement:** Time period for satisfactory improvement: \_\_\_\_\_

**Supervisor's Comments:** \_\_\_\_\_

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**Employee's Comments:** \_\_\_\_\_

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

**Copies of this warning to:**

Employee     Parish/School/Dept Personnel File     Office of Lay Personnel