

## **P-10 Employee Reprimand Instructions**

This form is to be used in all circumstances where an employee needs to be counseled or warned for any violation of company policy. Never give a verbal warning. If a warning is needed than put it down in writing.

Be clear and specific when using this form. State the reasons for the warning and always offer suggestions on how to correct the situation. Set a time frame for the correction of the problem. Follow up at the end of that time to insure the problem does not continue.

You must allow the employee the right to disagree and to state his reasons without threat of repercussions from his/her doing so. Inform the employee that more than one reprimand could constitute a dismissal from his/her job. Any situation which involves direct violations of company policy is grounds for immediate dismissal. If an employee refuses to sign the reprimand, note on the line employee signature *refused to sign* and initial that note.

Use discretion when issuing reprimands. All employees should be treated equally and fairly. Mail the completed and signed reprimand to the payroll administrator.