



VERBAL WARNING FORM

Steps to take before administering this warning:

- 1. Contact the Payroll Department to see if other warnings are on file for associate.
- 2. Next, contact your Sales Manager or Joe Terranova for approval.
- 3. Review sample warning on reverse side.
- 4. Explain to the associate that a memorandum on this verbal warning will be placed in his/her employee history file.
- 5. Immediately forward this memorandum to the Payroll Department at BW.

Associate Name _____ Associate # _____

Store _____ Date of verbal warning _____

Given by _____

Reason _____

Company Officer Approval _____

MAKE IT LEGAL!

Tuxedo Junction has been consistent in the way it treats all of its employees, the documentation branch managers can produce will support that.

If managers believe they are already overwhelmed with a significant amount of administrative detail, and who objects to this additional responsibility, please be reminded that it is precisely the kind of details that defines the need for your jobs. When meeting with associates for the purpose of discipline, termination or even improvement, this documentation will give you the legitimate business reasons you must have for every decision you make.

Verbal Warnings. Call your Sales Manager or Joe Terranova **FIRST**. Then will instruct you to administer immediately and complete form yourself or will complete one for you. Do not administer a Verbal Warning without contacting your sales manager or Joe Terranova first. Remember, employees do not sign verbal warnings.

VERBAL WARNING SAMPLE

Associate Name Andrea Jones Associate # 1234

Store BM Date of verbal warning 4/10/2019

Given by Michael Smith

Reason Making personal phone calls (long distance) on company time.

Employee is reimbursing company for 3 phone calls totaling

\$6.14. She understands that this cannot happen again during

her employment.