

BLACKFEET TRIBE EMPLOYEE WARNING NOTICE

Please Type or Print Clearly

Employee Name: _____	Date of Warning: ____/____/____
Employee ID #: _____	Program/ Department: _____ Position: _____

Type of Violation (s)

<input type="checkbox"/> Attendance	<input type="checkbox"/> Deliberate/ Careless Conduct; Endangering/ Safety Violation	<input type="checkbox"/> Falsification of Records
<input type="checkbox"/> Insubordination	<input type="checkbox"/> Failure to Follow Instructions/ Gross Neglect of Duties	<input type="checkbox"/> Conviction of felony
<input type="checkbox"/> use of Political/ Personal Influence	<input type="checkbox"/> Willful Damage of Material/ Equipment	<input type="checkbox"/> Under the Influence of Intoxicants or Drugs
<input type="checkbox"/> Unsatisfactory Work Quality	<input type="checkbox"/> Indulgence In Offensive Conduct Non-adherence to Policy/ Procedure	<input type="checkbox"/> Other (See Table of Penalties Chapter 5, Tribal PPP Manuel)

Previous Warnings

	ORAL	WRITTEN	DATE	BY WHOM
1st. Warning				
2nd. Warning				
3rd. Warning				

Employer Statement:

Employee Statement:

Date of incident ____/____/____ Time ____ am./ pm.	<input type="checkbox"/> I Agree with Employer's Statement
	<input type="checkbox"/> I Disagree with Employer's Statement (Reason)
	Employee Signature _____ Date _____

Actions to be taken: Oral Warning Written Warning Suspension Termination Other: _____

Consequence should incident occur again: _____

I have read this Employee Warning Notice and understand it

Signature of Employee _____ Date: ____/____/____

Signature of Supervisor Who Issued Warning _____ Date: ____/____/____

In accordance with the Blackfeet Tribal Personnel Policies and Procedures Manual, employee may grieve this action as outlined in Chapter 6, Section 4 Grievance Procedures. Employee must grieve this action within (5) five working days from receipt of this form. Grievance will be in written form on BTP20.

Employee shall be free from restraint, coercion, retaliation, discrimination, or reprisal when using the grievance procedure.