



Elcam Community Center
189 West Creek Road
Saint Marys, PA 15857

Elcam Warning Notice

Name of Employee _____

Date _____

Supervisor _____

Warning For:

- | | |
|---------------------|------------------------------|
| Insubordination () | Loafing on Job () |
| Defective Work () | Quitting Early () |
| Lateness () | Horse Play () |
| Carelessness () | Smoking Where Banned () |
| Absence () | Safety Rule Violation () |
| Dishonesty () | Fighting on Co. Property () |

- | | |
|----------------------------|-----------------------|
| Using Cell Phone () | Drinking () |
| Using Portable Device () | Use of Drugs () |
| Using Headphones () | Leaving Work Area () |
| Verbal Threats () | Low Production () |
| Swearing () | General Conduct () |
| Inappropriate Topics () | Relationship- |
| Inappropriate Behavior () | Fellow Employees () |

This is the **First** Warning () **Second** Warning ()
Third Warning ()

Comments: _____

Employee Signature

Staff Signature