

GOOD EXAMPLE OF DOCUMENTATION

To: Ima Latesky

From: Eva Evilene

Date: February 5, 2011

Re: Habitual Tardiness and Absenteeism

Georgia Community Action Agency's Rules of Conduct state that habitual tardiness or absenteeism will be subject to discipline.

Ima, I talked to you on December 1, 2010, January 2, 2011 and on January 13, 2011 about your tardiness. On January 24, 2011 you were late again and I discussed with you the importance of coming to work on time because lateness interferes with the schedule of work and it places an unfair burden on your fellow employees. I told you that unless you reported to work on time you would be subject to further disciplinary action. Today, you were late again. Please consider this a written warning. Unexcused absences, tardiness, or failure to follow department procedures for reporting to work will result in further discipline up to and including termination of employment.

Ima, I expect you to immediately resolve your tardiness and attendance problems and become the dependable receptionist I know you have the capability to be.

The undersigned employee hereby verifies that she has been given the opportunity to read and discuss the contents of this memo and to respond to it in writing below or on the reverse side.

_____ (Date) _____ (Employee)

_____ (Date) _____ (Supervisor)