

Expected performance or conduct/corrective action required: *(use additional pages if needed)*

Employee proposed solution to problem and commitment: *(use additional pages if needed)*

Follow-up and consequence for continued employee problems: *(use additional pages if needed)*

Manager's Signature _____ Date _____

Employee's Signature _____ Date _____

I understand that my signature is not an admission of guilt but is acknowledgement that the above has been discussed with me.

*All written warnings, suspension, or termination must be discussed
with the CPC HR Director prior to meeting with the employee.*

FORWARD ORIGINAL TO HR