

25 NCAC 01J .0610 WRITTEN WARNING

(a) The supervisor shall monitor and promote the satisfactory performance of work assignments and assure that employees do not engage in unacceptable personal conduct. All types of performance-related job inadequacies may constitute unsatisfactory job performance under this Section. Unacceptable personal conduct may be work-related or non-work-related conduct and may be intentional or unintentional. When the supervisor determines that disciplinary action is appropriate for unsatisfactory job performance, a written warning is the first type of disciplinary action that an employee shall receive. The supervisor may elect to issue a written warning for grossly inefficient job performance or unacceptable personal conduct. The written warning shall:

- (1) inform the employee that this is a written warning, and not some other non-disciplinary process such as counseling;
 - (2) inform the employee of the specific issues that are the basis for the warning;
 - (3) tell the employee what specific improvements, if applicable, shall be made to address these specific issues;
 - (4) tell the employee the time frame allowed for making the required improvements or corrections. Absent a specified time frame, 60 days is the time frame allowed for correcting unsatisfactory job performance and immediate correction is required for grossly inefficient job performance or unacceptable personal conduct; and
 - (5) tell the employee the consequences of failing to make the required improvements or corrections;
- (b) A written warning shall be issued in accordance with the procedural requirements of this Section.

*History Note: Authority G.S. 126-4; 126-34.02;
Eff. February 1, 1976;
Amended Eff. October 1, 1995; November 1, 1990; January 1, 1989; September 1, 1988;
Temporary Amendment Eff. May 23, 2014;
Amended Eff. April 1, 2015;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 20, 2016.*