



**Columbia USBC Association Manager
Oral Warning Documentation**

Date of Meeting: _____ Time of Meeting: _____

Employee Name: _____

Issued by: _____ Title: _____

Please initial to confirm that employee was informed that:

- _____ the meeting was conducted for the purpose of issuing an oral warning.
- _____ an oral warning is the first step in the progressive discipline process.
- _____ any further incidents could result in additional discipline, up to and including termination.

This form is to document an oral warning to the employee's file and will be maintained by the Columbia USBC Association president. **The reason for this warning is (include date if applicable).**

The employee was told that the following is necessary to correct the problem.

Officer's signature: _____ Date: _____

Association Manager signature: _____