TO: Joseph Mastrocola
FROM: Steve Zant, Director of Human Resources
DATE: July 1st, 2024
RE: Verbal Warning

The purpose of this verbal warning is to bring to your attention new or ongoing deficiencies in your conduct and/or performance. The intent of this warning is to bring awareness to the seriousness of the situation so that you can take immediate corrective action to prevent future occurrences.

REASON FOR WARNING:
- Inability to provide detailed examples in his verbal warnings to employees
  - On May 1st, 2024, Joe failed to include detailed reasons when issuing a verbal warning to John Smith.
    - His warning did not include dates and also included unverified facts.
    - Joe's issued verbal warning also provided opinions and vague interpretations of actions that could be easily refuted.
    - Steve reminded Joe of the above issues on April 12th in a 1 on 1, but Joe did not take corrective action.
- Failure to provide appropriate follow up after issuing a verbal warning
  - On June 3rd, 2024, Joe issued a verbal warning to Jane Doe but did not document the issuance of a verbal warning with a follow-up email.
    - This was the second time Joe failed to send a follow-up email after issuing a verbal warning and he previously received feedback in the form of a reminder before this second occurrence.

CORRECTIVE ACTION REQUIRED:
- Provide specific details when issuing verbal warnings
- Send timely follow-up emails to document the issuance of a verbal warning.

The above has been discussed with me by the Director of Human Resources. I understand and acknowledge the corrective action required. I also acknowledge and understand that noncompliance will result in further consequences.

This verbal warning will be placed in my personnel file in Human Resources.

SIGNATURES :

_____ Date: _____

Joe Mastrocola; HR Generalist

_____ Date: _____

Steve Zant; Director of Human Resources

<u>Note:</u>
- On July 1st, 2024, Joe Mastrocola refused to sign the acknowledgment after meeting with Steve Zant.