**VERBAL ADMONISHMENT**

**(Note to agency, remove these two lines and any bold font prompts when issuing to employee)**

DATE

NAME

ADDRESS

CITY/STATE/ZIP

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_:

In accordance with 902 KAR 8:100, Section 1, disciplinary procedures applicable for local health department employees and in my capacity as appointing authority of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Health Department, I am issuing you this record of verbal admonishment which occurred on \_\_\_\_\_\_\_\_ **(DATE)**

The reasons for this verbal admonishment are defined in 902 KAR 8:100, Section 1 (a) “An appointing authority may discipline an employee for lack of good behavior and **(only use whichever is applicable unless it is both)** Item 2, “A situation that may warrant disciplinary action shall include **[ENTER REASONS FROM SECTION 902 KAR 8:100, Section (2) a through r]**

The verbal admonishment is based on the following:

(**Add occurrences, offenses, witnesses and dates occurred)**

You are in violation of the above listed personnel policies and further violations could lead to future disciplinary actions up to and including dismissal. A copy of this verbal admonishment will be kept in your personnel file.

Your signature only states that you have read the above and agree that is what was discussed during the verbal admonishment. This does not indicate your agreement or disagreement to the above statements.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Appointing Authority Signature