

Urbana Park District Employee Notice

Name	Department	
Job Title	Emp. No.	Date

Instructions: Complete this form when it is necessary to notify an employee that their performance is unacceptable. Review the report with the employee. Give a copy of the report to the employee and send the original to Human Resources.

You are hereby notified that your performance in the following area(s) is unsatisfactory at this time. We want you to remain employed at the District, but failure to correct deficiencies will result in further disciplinary action.

- | | | | | |
|---|--|-------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Punctuality | <input type="checkbox"/> Job Knowledge | <input type="checkbox"/> Production | <input type="checkbox"/> Safety | <input type="checkbox"/> Completeness |
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Job Skills | <input type="checkbox"/> Accuracy | <input type="checkbox"/> Cooperation | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Attitude | <input type="checkbox"/> Leadership | <input type="checkbox"/> Obedience | <input type="checkbox"/> Conduct | <input type="checkbox"/> _____ |
| <input type="checkbox"/> You are on probation for _____ days. | | | <input type="checkbox"/> You are not on probation at this time. | |

Explanation and further details

Follow-up action needed

I acknowledge receipt of a copy of this notice and I agree disagree with it and state:

Employee Signature	Date
Urbana Park District Department	Completed by
Title	Signature