

## Constructive Advice Memo

Name of Employee:

Type of Violation:

Date of Violation:

Explain in detail how the violation occurred:

Has the employee been spoken with and /or written on a Constructive Advice memo for this type of violation previously?

If so when:

By whom:

Action to be taken:

Employee's explanation:

Depending on level of infringement 1 or up to 3 Constructive Advice Memos could result in termination. A Constructive Advice Memo also disqualifies employees from a raise for one year.

\_\_\_\_\_  
signature  
\_\_Director  
\_\_Asst. Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
signature  
Employees