

## Event Manager Disciplinary Practices Examples of Offenses

### Verbal Warning

- Missing regular shift without explanation more than 24 hours in advance
- Missing event shift without explanation more than 48 hours in advance (maybe make this longer notice once we get the schedule working, like with the 10 day)
- Unprofessional appearance
- Unprofessional interaction either with clients or coworkers
- Prioritizing prolonged private phone calls or activities over job responsibilities
- Not responding to internal communication within 24 hours
- More than 20 minutes late to shift without explanation
- Any equipment handling that results in damage (leaving speakers out, not covering cords that get stepped on, etc)
- Not approving timecard on time
- Approving an incorrect timecard

### Written Warning

- Any one verbal warning offense listed above repeated 3 times (within 6 months)
- Any combination of 5 instances of verbal warning offenses listed above (within 6 months)
- Severe rudeness or inappropriate behavior

### Final Written Warning

- A second occurrence of a written warning can result in a final written warning
- Any offense deemed worthy of automatic termination but upon further discussion did not result in termination.