

WRITTEN WARNING DISCIPLINE NOTICE

Employee's Name _____ Date _____

Department _____ ID# _____

Date of Incident _____ Date of Hire _____

Verbal

Written Warning

Suspension # _____ Working Day(s) From _____ Through _____

Discharge Effective _____

Reason for warning of discipline. (Check one or more boxes as appropriate. Explain fully in Remarks Section.)

1. Violation of or failure to observe:

a. College and/or work rules

b. Work procedures

2. Insubordination

3. Tardiness, absenteeism, failure to report for work

4. Under the influence of and/or possession of drugs or alcohol

5. Dishonesty

6. Failure to observe proper safety procedures

7. Failure to complete work assignment

8. Discourtesy or verbal abuse of guest or other employee

9. Damage or misuse of college property

10. Unauthorized removal from college premises of department or other property

11. Physical or verbal assault and/or fighting

12. Other (specify in remarks section)

Remarks: Explain reasons for warning or discipline, including specific details of incident or violation; include prior warning(s).

I hereby acknowledge receipt of a copy of this discipline form.

Employee's Signature Date Supervisor Date

Department Director or Chair Date

Cc: Department
Employee's Master Personnel File
Employee