

## WRITTEN WARNING DISCIPLINE NOTICE

Employee's Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ SS# \_\_\_\_\_

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 box 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).

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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