

WARNING/DISMISSAL FORM

Riverside Community College District
Student Employment

An employer may dismiss and/or give a written warning to a student employee for several reasons including, but not limited to, unsatisfactory work, attendance, improper conduct (theft, physical/verbal abuse, misuse of equipment, falsification of records, and disclosure of confidential information). An employer has the right to immediately dismiss a student employee according to that department's internal policies and procedures.

If a student is given a written warning, keep the original for future reference. If a student is given a dismissal, place a copy in the student's file, provide the student with a copy of the completed form if the student is available, and forward the original to the Student Employment Office.

Student Name – As printed on Social Security Card (Please Print)

Social Security Number

Name of Hiring Site

Supervisor Name

Phone # and Extension

Budget Code #1

Budget Code #5

Budget Code #2

Budget Code #6

Budget Code #3

Budget Code #7

Budget Code #4

Budget Code #8

WARNING(S)

1st Warning Date: _____

Reason: _____

2nd Warning Date: _____

Reason: _____

DISMISSAL

☐ *Non voluntary dismissal*

☐ *Voluntary dismissal*

Last date worked: _____

The above named student has been dismissed from his/her position(s) for the following reason:

Supervisor's Signature: _____

Date: _____

Original: Student Employment ♦ Supervisor and Student retain a copy for your records