

## Record of Counseling/Verbal Warning

**Employee Name:**

**Empl ID:**

**Date:**

**Department:**

**Place of incident:**

Indicate if:  Coaching/Counseling Session  Verbal Reprimand

The following counseling or verbal reprimand has taken place due to deficiencies in the following area(s) under [UNT System Policy 3.403](#) Staff Employee Discipline, [UNT Policy 1.7.1](#) Staff Employee Discipline and Voluntary Termination and [UNTHSC Policy 5.901](#). Performance Counselling and Discipline, [UNT Dallas Policy 5.021](#) Staff Employee Discipline. (Check and give details under explanation)

- Prompt and timely attendance.
- Honest in all work related communications, disclosures, submissions, and financial responsibilities.
- Responsive to all lawful work-related requests from a system or institution official and to the needs of the work unit.
- Respectful, cooperative and professional to all.
- Competent in fulfilling the responsibilities of the position.
- Compliant will all federal and state laws, and applicable Regents Rules, UNT System regulations, and policies.
- Other:

**Summary of incident and/or reason for warning:**

**Summary of corrective action needed:**

**It is expected that the condition noted above will be corrected immediately. In the event this condition is not corrected, or another offense occurs, you will be subject to further disciplinary action, up to and including termination.**

**Employee Signature:**

**Date:**

*(Your signature is intended only to acknowledge receipt of the notice; it does not imply agreement or disagreement with the notice itself. If you refuse to sign, someone in a supervisory position will be asked to initial the form indicating that you received a copy of the form.)*

**Supervisor Signature:**

**Date**

**Printed Name of Supervisor:**