

**DELAWARE TECHNICAL COMMUNITY COLLEGE**  
**Employee Verbal Warning or Written Reprimand Disciplinary Action Form**

<b>Employee's Name and Title:</b>		
<b>Supervisor's Name and Title:</b>		
<b>Incident—Date:</b>	<b>Time:</b>	<b>Location:</b>
<b>Reprimand—Date:</b>	<b>Time:</b>	<b>Location:</b>

**Disciplinary action to be taken (circle one):**       Verbal Warning       Written Reprimand

**Reason for Action and/or Policy(ies) Violated:**

**Witnesses:** (if applicable)

**Description of the incident that occurred:**

**Corrective and/or Disciplinary Action Implemented:**

**Summary of employee explanation:** (if provided)

Future conduct of this nature may result in further disciplinary action up to and including termination. I acknowledge that I have read and understand the above information and consequences.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature\*

\_\_\_\_\_  
Date

\* "The corrective or disciplinary action may be initiated by the immediate supervisor with the knowledge of the (a) appropriate College administrator, or (b), in special cases, by the appropriate Dean, Director, Business Manager, Assistant Campus Director, or Vice President and Campus Director with the knowledge of the immediate supervisor." (Personnel Policy Manual, Section XII, 12.01)

Cc: Original copy to be placed in Employee's Official Personnel File (in campus HR Department)  
Copy to be forwarded to the Human Resources and Legal Affairs Department in the Office of the President