

**STUDENT CENTERS**  
**STUDENT EMPLOYEE WARNING NOTICE**

STAFF NAME: \_\_\_\_\_ SEMESTER: \_\_\_\_\_ SC UNIT: \_\_\_\_\_  
POSITION: \_\_\_\_\_ EMPLOYED SINCE: \_\_\_\_\_  
SUPERVISOR'S NAME: \_\_\_\_\_

VERBAL WARNING  
(1<sup>ST</sup> Offense)

WRITTEN WARNING  
(2<sup>nd</sup> Offense)

FINAL WARNING - SUBJECT TO TERMINATION\*  
(3<sup>RD</sup> Offense)

<b>Description of Offense</b> (i.e. tardiness, missing a shift, inappropriate dress, insubordination)	
<b>Plan for Improvement</b>	

**NOTES/COMMENTS:** (Use back of this sheet if needed)

*\*Immediate termination may occur under more serious conditions such as: theft, inappropriate language with intent to cause harm to customers/co-workers or drug/alcohol use on the job.*

Student Staff's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Next Level Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if required)