

## Student Employee Warning Notice

<b>Employee Name:</b> _____	<b>ID #:</b> _____	<b>Date of Warning:</b> _____
<b>Department:</b> _____	<b>Contact Phone #:</b> _____	

**Type of Violation**

<input type="checkbox"/> Attendance	<input type="checkbox"/> Insubordination	<input type="checkbox"/> Failure to Follow Instructions
<input type="checkbox"/> Rudeness to Employees or Customer	<input type="checkbox"/> Violation of Policies or Procedures	<input type="checkbox"/> Unsatisfactory Work Quality
<input type="checkbox"/> Willful Damages to Material or Equipment	<input type="checkbox"/> Working on Personal Matters	<input type="checkbox"/> Working over allotted 20 hours
<input type="checkbox"/> Other, please state: _____		

**Previous Warnings**

	Oral	Written	Date	By Whom
1st Warning	_____	_____	_____	_____
2nd Warning	_____	_____	_____	_____
3rd Warning	_____	_____	_____	_____

**Supervisor Statement**

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ AM  
 PM

Description of Incident:

**Employee Statement**

I agree with Supervisor's statement

I disagree with Supervisor's description of violation for these reasons:

**Action to be taken:**  Warning     Probation     Suspension     Dismissal     Other \_\_\_\_\_

Consequence should incident occur again:

\_\_\_\_\_

**I have read this Employee Warning Notice and understand it.**

Signature of Student _____	Date _____
Signature of Supervisor who issued warning _____	Date _____

