

Office of Human Resources 1851 N Research Drive, Room 106 Bowling Green, Ohio 43403

Telephone 419.372.8421 Fax 419.372.2920 Email Address ohr@bgsu.edu

Written Warning

Staff Member Name	Date	
Department Name	Supervisor Name	
Has a Verbal Warning been gi	ven? Yes No	
If yes, dates of verbal warning	g(s)	
Type of Warning		
1 st written warning	2 nd written warning	3 rd and final written warning
Type of Offense		
La sub andia a Car	Cofety deletes	Th - th
Insubordination	Safety violation	Theft
Misconduct/violation of	Unsatisfactory job	Harassment
company policy Tardiness/absenteeism	performance Sleeping on the job	Other
Only viewable text will print – attach Word document if you need more space Description of Infraction		
Consequences of Further Infractions		
Staff Member Statement		
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Acknowledgement of Receipt of Written Warning		
By signing this form, you confirm that you understand the information in this written warning. You also confirm that you and your Supervisor have discussed the warning and its consequences.		
Signing this form does not necessarily indicate that you are agree with the warning.		
Staff Member Signature		Date
Supervisor Signature		Date

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