

## Notice of Disciplinary Action

- Written record of verbal warning                       Written warning  
 Probation     Suspension     Termination

Tutor \_\_\_\_\_

Date \_\_\_\_\_

(Only sections I and II must be completed when a verbal warning is given)

- I. Disciplinary action is the result of the following offense or rule violation:
- II. The following corrective action is expected:
- III. Previous rule violations /performance problems and resultant disciplinary action(s) include:
- IV. Tutor comments:
- V. Supervisor comments:
- VI. Complete for probation/suspension:

Tutor will be placed on probation for \_\_\_\_\_. If no further disciplinary action is required during this time, the report will be removed from tutor's file.

Tutor will be suspended for \_\_\_\_\_ days beginning on \_\_\_\_\_ and will return to work on \_\_\_\_\_.

\_\_\_\_\_  
Tutor    Date

\_\_\_\_\_  
Supervisor    Date

Tutor declined to sign