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

Supervisor's Name and					
Incident—Date:	Time:	Location			
Reprimand—Date:	Time:	Location	:		
Disciplinary action to be	taken (circle on	e):	Verbal Warning	Written Reprima	nd
Reason for Action and/o	r Policy(ies) Vic	olated:			
	i i oney (les) vic	inca.			
Vitnesses: (if applicable)					
runesses. (II applicable)					
agavintian of the incide	-4 th at a annum	J.			
escription of the incide	nt that occurred	1:			
orrective and/or Discip	linary Action I	mplemented:			
	<i>y</i>	-			
ummary of employee ex	xplanation: (if p	rovided)			
y 	- F (F				
iture conduct of this natu	ire may result in	further discipl	inary action un to and	including termination 1	ſ
knowledge that I have re					L
miowicago mai i mavo n	ad and andersta	na me acove n	mormation and conseq	delices.	
mployee's Signature		Date	Authorized Signa	ture*	Date
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"The corrective or discip	olinary action ma	y be initiated l	by the immediate super	visor with the knowledg	ge of the
) appropriate College ad					
ssistant Campus Director				owledge of the immedia	te
upervisor." (Personnel Po	olicy Manual, Sec	ction XII, 12.0	1)		

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

Form No. DiscAct 1/20/05