

**WRITTEN WARNING DISCIPLINE NOTICE**

Employee's Name \_\_\_\_\_ Date \_\_\_\_\_  
Department \_\_\_\_\_ SS# \_\_\_\_\_  
Date of Incident \_\_\_\_\_ Date of Hire \_\_\_\_\_

- Verbal
- Written Warning
- Suspension # \_\_\_\_\_ Working Day(s) From \_\_\_\_\_ Through \_\_\_\_\_
- Discharge Effective \_\_\_\_\_

Reason for warning of discipline. (Check one or more box as appropriate. Explain fully in Remarks Section.)

- 1. Violation of or failure to observe:
  - a. College and/or work rules
  - b. Work procedures
- 2. Insubordination
- 3. Tardiness, absenteeism, failure to report for work
- 4. Under the influence of and/or possession of drugs or alcohol
- 5. Dishonesty
- 6. Failure to observe proper safety procedures
- 7. Failure to complete work assignment
- 8. Discourtesy or verbal abuse of guest or other employee
- 9. Damage or misuse of college property
- 10. Unauthorized removal from college premises of department or other property
- 11. Physical or verbal assault and/or fighting
- 12. Other (specify in remarks section)

Remarks: Explain reasons for warning or discipline, including specific details of incident or violation; include prior warning(s).

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I hereby acknowledge receipt of a copy of this discipline form.

\_\_\_\_\_  
Employee's Signature Date Supervisor Date

\_\_\_\_\_  
Department Director or Chair Date

cc: Department  
Employee's Master Personnel File  
Employee