WRITTEN WARNING DISCIPLINE NOTICE

Employee's Name			Date
Department		· · · · · · · · · · · · · · · · · · ·	SS#
Date of Incident			Date of Hire
□Verbal □Written Warning □Suspension #Working □ □Discharge Effective	Day(s)	FromThrough_	
Reason for warning of discipline. (1. Violation of or failure to obse a. College and/or work rules b. Work procedures 2. Insubordination 3. Tardiness, absenteeism, failu 4. Under the influence of and/or 5. Dishonesty 6. Failure to observe proper saf 7. Failure to complete work ass 8. Discourtesy or verbal abuse 9. Damage or misuse of college 10.Unauthorized removal from of 11.Physical or verbal assault an 12.Other (specify in remarks sec	rve: cure to repore repossession fety proceduring guest or exproperty college prend/or fighting tion)	t for work n of drugs or alcohol ures other employee nises of department or	
I hereby acknowledge receipt of a	copy of this	s discipline form.	
Employee's Signature	Date	Supervisor	Date
Department Director or Chair	Date		
cc: Department Employee's Master Personnel Fil Employee	е		