

Written Employee Warning			
Reference Number 22.00 Forms	Board Approval 10/2006	Effective Date 07/01/2018	Page 1 of 1

Employee's Name: _____ Date given: _____
 Emp. ID #: _____
 Supervisor: _____ Dept./Location: _____

WARNING

Date of Violation: _____ Time of Violation: _____
 Place violation Occurred: _____

UNIVERSITY REMARKS (completed by supervisor)

Nature of Violation: _____

Has Employee been warned previously? Yes _____ No _____

Form of Warning	Date of 1 st Warning	Date of 2 nd Warning	Date of 3 rd Warning
Oral			
Written			

ACTION

Action to be taken: _____

EMPLOYEE'S REMARKS (completed by employee if needed)

(The absence of any statement on the part of the Employee indicates his/her agreement with the report as stated)

I have entered my version of the matter above and have read this "warning and understand it: _____ Date: _____
 Employee's signature

Warning prepared by: _____ Date: _____
 Supervisor

Vice President approval: _____ Date: _____
Original to Human Resources department