|  |
| --- |
| **Name of Employee:**  |
| **Department/ Center:**  |
| **Title:**  |
| **Policy Violation:**  |
| **Summary of Violation:** |
|

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Verbal Warning | [ ]  | First Written Warning |
| [ ]  | Final Warning | [ ]  |  Termination/Suspension |

Failure to appropriately follow protocol in the future **may lead to further disciplinary action up to and including termination.** |
| **ACTION Taken:** | **First verbal Warning:**  | **Date:**  |
|  | **Written Warning:**  | **Date:**  |
|  | **Final Warning:**  | **Date:**  |
| **DISCIPLINE** | **None:** | **Date:** |
|  | **Suspension:** | **Date:** |
|  | **Termination:**  | **Date:**  |
|  |  |
| **Date Issued:** | **Human Resources:** |

Employee Full Name (Print) Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Supervisor Full Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_

Department Head/Designee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_