|  |  |  |
| --- | --- | --- |
| **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: \_\_\_\_\_\_\_\_\_