Disciplinary Warning Notice Date_____

Student Employment Services

Employee_____ ID#_____

Type of Notice Issued

_____Oral warning _____First written warning _____Final written warning

_____Suspension From _____ To _____ Termination Effective_____

****

Date and nature of offense

Steps/actions to be taken to resolve issue

To Employee: Please read carefully before signing below:
You are being issued this formal warning notice to bring to your attention the severity of this situation as discussed in our meeting on _____.

Any further violations of your responsibilities as a student worker in Student Employment Services will result in additional action being taken up to and including termination of employment. If you have any questions regarding this matter, please discuss them with me.

Employee*_____Date_____

Coordinator _____Date_____

**Signing this form does not imply that you agree with the action taken, only that you are acknowledging receipt of such notice*.

Student's remarks