

# STUDENT TECHNICIAN WARNING LETTER

To: \_\_\_\_\_ From: \_\_\_\_\_

Date: \_\_\_\_\_

First Warning \_\_\_\_\_ Second Warning \_\_\_\_\_ Dismissal \_\_\_\_\_

## CATEGORY I

- \_\_\_\_\_ Habitual tardiness
- \_\_\_\_\_ Unexcused absence
- \_\_\_\_\_ Lack of customer service attitude
- \_\_\_\_\_ Careless performance of duties
- \_\_\_\_\_ Leaving work area unattended and not notifying manager
- \_\_\_\_\_ Watching videos, playing games, or inappropriate Internet use while on duty
- \_\_\_\_\_ Lack of initiative; requires constant reminders to perform assigned or routine tasks
- \_\_\_\_\_ Excessive socializing with friends while on duty
- \_\_\_\_\_ Inappropriate use of work area or equipment
- \_\_\_\_\_ Using phone for personal calls; excessive use of personal cell phones
- \_\_\_\_\_ Leaving work area in disarray
- \_\_\_\_\_ Other \_\_\_\_\_

## CATEGORY II Immediate Dismissal

- \_\_\_\_\_ Tampering with Helpdesk or I.T.S. computer files or databases
- \_\_\_\_\_ Theft of property or services (includes supplies)
- \_\_\_\_\_ Intentional misrepresentation on time sheet
- \_\_\_\_\_ Refusal to perform duties as directed
- \_\_\_\_\_ Working under the influence of drugs (including alcohol)
- \_\_\_\_\_ Willful destruction of University property
- \_\_\_\_\_ Other \_\_\_\_\_

## SIGNATURE OF ACKNOWLEDGEMENT

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Notes

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