## Employee Warning Notice

# Southwest Texas Junior College



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| Employee Information | | | | | | | | | | | | | | |
| Employee Name: | | |  | | | | | | Date: |  | | | | |
| Employee ID: | | |  | | | | | | Job Title: | | |  | | |
| Dean/Director: | | |  | | | | | | Department: | | | |  | |
|  | | | | | | | | | | | | | | |
| Type of Warning | | | | | | | | | | | | | | |
|  | Verbal Warning (to file) | | | | |  | | Second Written Warning | | |  | | | Final Written Warning |
|  | First Written Warning | | | | |
|  | | | | | | | | | | | | | | |
| Type of Offense | | | | | | | | | | | | | | |
|  | Tardiness/Leaving Early | | | | |  | | Absenteeism | | |  | | | Violation of College Policies |
|  | Substandard Work | | | | |  | | Violation of Safety Rules | | |  | | | Rudeness to Customers/Coworkers |
|  | Other: |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Details | | | | | | | | | | | | | | |
| Description of Infraction: | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Plan for Improvement: | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Consequences of Further Infractions: | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | |
| Acknowledgement of Receipt of Warning | | | | | | | | | | | | | | |
| (Employee signature not required for verbal warning) | | | | | | | | | | | | | | |
| By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning. | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |  |
| Employee Signature | | | | | | | | | | | | | | Date |
|  | | | | | | | | | | | | | |  |
| Supervisor Signature | | | | | | | | | | | | | | Date |
|  | | | | | | | | | | | | | |  |
| Witness Signature (if employee understands warning but refuses to sign) | | | | | | | | | | | | | | Date |