## 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 |