Student Employment Disciplinary Action Form

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Position</th>
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<tr>
<td>Supervisor Name</td>
<td>Department</td>
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**Disciplinary Action:**

- [ ] Verbal Warning
- [ ] Written Warning
- [ ] Final Warning
- [ ] Termination

**Reason for Disciplinary Action**

- [ ] Tardiness/Leaving Early/Absenteeism
- [ ] Substandard Work
- [ ] Rudeness/Misbehavior
- [ ] Misuse of time clock system
- [ ] Demeaning Behavior toward Coworkers
- [ ] Violation of University/Departmental Policies
- [ ] Willful Disobedience/Insubordination
- [ ] Other:

**Further Description/Consequences:**

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

**Plan for Improvement:**

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

**Acknowledgement Receipt:**

**Supervisor:** I hereby acknowledge that the above-named employee has been confronted regarding the violation(s) checked and has been advised of further action(s).

**Employee:** I hereby acknowledge that I have been confronted and advised of the violation(s) outlined above and have been informed of any disciplinary actions to be taken.

**Please note: continued violations or failure to meet improvement guidelines may result in further disciplinary action up to and including termination.**

Student Employee Signature

Date

Supervisor Signature

Date