## STUDENT EMPLOYEE CORRECTIVE ACTION NOTICE

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Employee ID:</th>
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<tbody>
<tr>
<td>Supervisor Name:</td>
<td>Supervisor ID:</td>
</tr>
<tr>
<td>Department:</td>
<td>Job Title of Employee:</td>
</tr>
<tr>
<td>Date of Notice:</td>
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</tbody>
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### Warning Type:
- [ ] Written Reprimand
- [ ] Final/2nd Written Reprimand in Lieu of Suspension
- [ ] Termination

### Previous discipline meeting was held on:

1. Your behavior/actions have been found unsatisfactory for the following reasons:
   - Prompt and timely attendance
     - Examples: excessive tardiness, absenteeism, job abandonment
   - Honest in all work related communications, disclosures, and submissions
     - Examples: falsification of timesheets, theft, unauthorized release of confidential information/breach of confidentiality
   - Responsive of all lawful work-related requests from the supervisor
     - Examples: insubordination
   - Respectful, cooperative, and professional to all.
     - Examples: harassment, violent or obscene behavior, vandalism of property

2. Summary of incident and/or reason for warning (include time, place, date(s), as well as impact on the department and institution):

3. List violations as outlined in UNT Policy.....

4. Summary of Corrective Action Needed (Performance in the following area(s) is expected to improve immediately):
   - List expectations with any specific directions or training that be applicable.

5. Deadline:

6. Follow-up meeting will be held on:

7. Student Employee’s Comments:

Employee’s Signature: ___________________________ Date: ________________

**Note:** Your signature is intended only to acknowledge receipt of this notice; it does not imply agreement or disagreement with the notice itself. If you refuse to sign, someone in a supervisory position will be asked to initial the form indicating that you received a copy of the form.

Supervisor’s Signature: ___________________________ Date: ________________
Distribution:
- Original to Employee
- Copy Retained by Supervisor/Department
- Copy to Student Employment Team

CC: Department Manager:
   Career Center
   Personnel File