



11555 Old Oregon Trail  
Redding, CA 96049-7007

### Student Employee Warning Notice

#### Employee Information

<b>Student Name:</b>	<b>Date:</b>
<b>Student ID:</b>	<b>Job Title:</b>
<b>Work Coordinator:</b>	<b>Department:</b>

#### Type of Warning

First Warning                     
  Second Warning                     
  Final Warning

#### Type of Offenses

<input type="checkbox"/> Tardiness/Leaving Early	<input type="checkbox"/> Absenteeism	<input type="checkbox"/> Violation of College/Office Policies
<input type="checkbox"/> Substandard Work	<input type="checkbox"/> Violation of Safety Rules	<input type="checkbox"/> Rudeness to Customers/Coworkers
<input type="checkbox"/> Other: _____		

#### Details

**Description of Infraction:**

**Plan for Improvement:**

**Consequences of Further Infractions:**

#### Acknowledgment of Receipt of Warnings

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your work coordinator have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

_____ Student Signature	_____ Date
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_____ Work Coordinator Signature	_____ Date
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_____ Witness Signature (if employee understands warning but refuses to sign)	_____ Date
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