

Employee Information

Student Name: _____ ID#: _____ Date: _____

Job Title: _____ Department: _____

Supervisor: _____

Type of Offense

- | | | |
|--|--|--|
| <input type="checkbox"/> Tardiness/Leaving Early | <input type="checkbox"/> Absenteeism | <input type="checkbox"/> Violation of University/Departmental 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/Overall Concern:****Recommendation/Plan for Improvement:****Employee Comments/Remarks:****Action Taken**

- ☐ Verbal Counseling (For departmental use only, not to be included in Personnel Record)
Date of Counseling: _____
- ☐ Written Warning
☐ Level 1 ☐ Level 2
- ☐ Final Written Warning (Supervisor should consult with the Student Employment Coordinator prior to final warning).
☐ Level 3
- ☐ Termination (Supervisor MUST consult with the Student Employment Coordinator prior to termination)
- ☐ Addendum to Warning (Include attachment(s) for explanation and condition of above action)

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ADDITIONAL ISSUES:

CONSEQUENCES:

Supervisor Instructions-Document consequences of violation(s) described above as well as disciplinary measures to be taken on future occurrences of said violation(s). IF APPLICABLE: In light of these violations, the above-named employee will be terminated effective immediately.

Acknowledgment of Receipt

SUPERVISOR CERTIFICATION SIGNATURE:

_____ I hereby acknowledge that I have spoken with the above-named employee regarding the violation(s) outlined above, and further, that I have advised the employee of said violation(s) and further acknowledge that the employee has been warned through the use of this form.

____ I hereby acknowledge that I have spoken with the above-named employee regarding the violation(s) outlined above, and the employee has been notified he/she is being terminated immediately. (Supervisor MUST consult with the Student Employment Coordinator prior to termination).

Supervisor Name: _____ Date: _____

Signature: _____

EMPLOYEE CERTIFICATION: I hereby acknowledge that I have been advised of above-mentioned violation(s) through the use of this form. I further acknowledge that I have been informed of any disciplinary actions to be taken. [IF APPLICABLE: I understand that these violations have resulted in termination of my employment.]

Student Signature
Date

Supervisor Signature _____ Date _____

Student Employment Coordinator Signature _____ Date _____
(*Required for level 3 and final warning forms)

☐ Copy submitted to student employee ☐ Copy submitted to Student Employment Coordinator Date: _____

Actions taken by Student Employment Coordinator:

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Things to keep in mind:

- ☐ Did the student clearly understand the rule or policy that was violated?
- ☐ Did the student know in advance that such conduct would be subject to disciplinary action?
- ☐ Was the rule violated reasonably related to the safe, efficient and orderly operation of your department?
- ☐ Is there substantial proof that the employee actually did violate the rule?
- ☐ Is the action planned reasonably related to the seriousness of the offense, the employee's record with the department, and to action taken with other employees who have committed a similar offense?

Level 1	The Level 1 is the first step of the Progressive Discipline Action form and or Performance Improvement Plan. It consists of a conversation between a supervisor and a student employee about a problem that must be solved. The conversation is documented by the supervisor, which is retained by the supervisor. It is active for no more than 1 months.	A Level 1 is appropriate when a supervisor decides that an issue of job performance, attendance or conduct requires formal notification to the student of the need to change. It may or may not have been preceded by a Performance Improvement Discussion about the issue.
Level 2	The Level 2 is the second step of the Progressive Discipline Action form and or Performance Improvement Plan. It consists of a discussion about a problem followed by the supervisor's writing a memo to the student formally documenting the discussion and the need for immediate correction. It is active for 2 months.	A Level 2 is appropriate when a supervisor decides that earlier Reminder 1's have been unsuccessful in bringing about a performance improvement. A Reminder 2 is also appropriate when a situation arises which by itself is sufficiently serious to justify a second step disciplinary conversation.
Level 3/Final Warning	This is the Final Step. It consists of a discussion with a student about a problem followed by the student deciding either to solve the immediate problem and make a total commitment to acceptable performance, or decide to resign. Requires consultation with the Student Employment Coordinator.	This step is appropriate when earlier Level 1 and/or 2 have been unsuccessful in bringing about a performance improvement. This is also appropriate when a situation arises which is sufficiently serious in and of itself to justify a final step disciplinary matter, regardless of whether any earlier disciplinary steps have been taken.
Termination	Termination represents the discharge of a student from your department. Requires consultation with the Student Employment Coordinator.	Termination is appropriate when the earlier disciplinary matter has failed to produce a sustained correction to a performance, attendance or conduct problem. Termination is also appropriate when an employee is involved in a disciplinary offense so serious that continued employment cannot be justified.

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