



WAGNER COLLEGE

EMPLOYEE WARNING NOTICE

Employee Name _____ Date of Notice ____ / ____ / ____

Employee's SS# _____ Department _____

Type of Violation

Attendance Willful Damage to Company Property Other _____

Tardy/Early Quit Violation of Company Policies/Procedures Other _____

Inappropriate Behavior Insubordination Other _____

Unsatisfactory Performance Uniform Regulations Other _____

Description of Violation attach additional pages if necessary

Date of Incident ____ / ____ / ____ Time ____ : ____

Employee Statement attach additional pages if necessary

I agree with Employer's statement. I disagree with Employer's statement.

Action to be taken attach additional pages if necessary

Warning Probation Suspension Discharged Other

Consequence should incident occur again _____

Acknowledgement

I have read this Employee Warning Notice and understand it.

Employee's Name (Print) Signature of Employee Date ____ / ____ / ____

Supervisor who issued warning (Print) Signature of Supervisor Date ____ / ____ / ____

Witness' Name (If Employee refuses to sign) (Print) Signature of Witness Date ____ / ____ / ____

CC. Employee, Office of Human Resources, Supervisor, Union