

## EMPLOYEE REPRIMAND

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**NAME**

**DEPARTMENT**

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**Please consider this a**     **verbal warning**     **written reprimand**                     **dismissal for the following reason:**

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| <input type="checkbox"/> Absence                                     | <input type="checkbox"/> Abuse of equipment              |
| <input type="checkbox"/> Tardiness                                   | <input type="checkbox"/> Using abusive language          |
| <input type="checkbox"/> Carelessness                                | <input type="checkbox"/> Breaking University Policy      |
| <input type="checkbox"/> Insubordination                             | <input type="checkbox"/> Leaving work without permission |
| <input type="checkbox"/> Performing poor work due to willful neglect | <input type="checkbox"/> Other                           |

Explanation of Offense:

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This warning will be made a part of your record. The issuance of further warnings may subject you to disciplinary action such as suspension or discharge.

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(Date)

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(Signature of Employee)

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(Signature of Supervisor)