

### Student Employee Disciplinary Action Form

Student Employee's Name	
Student Employee's University ID#	
Date	
Department	
Supervisor Name	

**Disciplinary Action:**      **Verbal Warning**              **Written Warning**              **Final Warning**              **Termination**

#### Behavior(s) Subject to Disciplinary Actions:

	Employee does not follow directions or does not complete assigned tasks.
	Employee is late for a scheduled shift without notification
	Employee leaves a scheduled work shift without notifying a supervisor.
	Employee does not comply with departmental dress code.
	Employee is found to be doing non-related functions while on the clock without permission.
	Unsatisfactory work performance by employee.
	Employee is found to be exhibiting cruel, harassing, or demeaning behavior towards another employee.*
	Employee is using tobacco, alcohol, or illegal substances while on the clock.*
	Employee is insulting, arguing, or using profane language in the presence of customers, UWG Officials, or other employees.
	Employee repeatedly fails to clock in/out.
	Misuse, negligence, malicious destruction, or theft of University property.*
	Misuse of time clock system (Example: clocking in for hours not worked)
	Assault of another employee or customer.*
	Willful disobedience, insubordination, intentional refusal, or failure to carry out reasonable assignments or instructions. *
	Other:

\*Gross misconduct is an action that can result in immediate dismissal. Items with an (\*) are just a few that are indicated as gross misconduct.

Supervisor Comments:

Student Employee Comments:

**I have received this disciplinary action and understand that unless I take corrective action, further disciplinary action will be issued up to and including termination of my employment.**

**Student Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_