



11555 Old Oregon Trail
Redding, CA 96049-7007

Student Employee Warning Notice

Employee Information

Student Name:

Date:

Student ID:

Job Title:

Work Coordinator:

Department:

Type of Warning

☐

First Warning

☐

Second Warning

☐

Final Warning

Type of Offenses

☐

Tardiness/Leaving Early

☐

Absenteeism

☐

Violation of College/Office Policies

☐

Substandard Work

☐

Violation of Safety Rules

☐

Rudeness to Customers/Coworkers

☐

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

Work Coordinator Signature

Date

Witness Signature (if employee understands warning but refuses to sign)

Date