STUDENT WORKER WARNING NOTICE

STUDENT WORKER INFORMATION

Name:  
Supervisor:  
Department:  
Title:  
Semester:  
Year:  

FIRST WARNING

Date:  
Verbal  
Written  
Repeated or Substantial  
Revised or Substantial ( >15 min) Tardiness  
Absence without Prior Notice  
Violation of Wiggins Library Policies  
Violation of Privacy Rules  
Rudeness to Patrons/Coworkers  
Other:  

Comments:

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Student Worker Signature  
Date  
Supervisor Signature  
Date  

SECOND WARNING

Date:  
Verbal  
Written  
Repeated or Substantial  
Revised or Substantial ( >15 min) Tardiness  
Absence without Prior Notice  
Violation of Wiggins Library Policies  
Violation of Privacy Rules  
Rudeness to Patrons/Coworkers  
Other:  

Comments:

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Student Worker Signature  
Date  
Supervisor Signature  
Date  

FINAL WARNING (Written)

Date:  
Repeated or Substantial  
Revised or Substantial ( >15 min) Tardiness  
Absence without Prior Notice  
Violation of Wiggins Library Policies  
Violation of Privacy Rules  
Rudeness to Patrons/Coworkers  
Other:  

Comments:

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Student Worker Signature  
Date  
Supervisor Signature  
Date