

Student Employee Corrective Action Form 2014-15

Employee Name _____ DU ID _____

Department _____ Job Title _____

Supervisor Name _____ Supervisor Email and Phone Number _____

The Office of Student Employment has developed an Employee Corrective Action Form to assist you in the corrective action process. This process involves communication with your student, being open and positive and offering feedback and guidance when necessary. Please read carefully and complete all necessary items.

Type of Violation

- | | | |
|---|---|---|
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Insubordination | <input type="checkbox"/> Failure to Follow Instructions |
| <input type="checkbox"/> Rudeness to Employees or Patrons | <input type="checkbox"/> Violation of University Policies | <input type="checkbox"/> Unsatisfactory Work Quality |
| <input type="checkbox"/> Willful Damages to University Property | <input type="checkbox"/> Working on Personal Matters | <input type="checkbox"/> Other: _____ |

Previous Warnings (if applicable)

	<u>Oral:</u>	<u>Written:</u>	<u>Date:</u>	<u>By Whom:</u>
1st Warning:	○	○	_____	_____
2nd Warning:	○	○	_____	_____
3rd Warning:	○	○	_____	_____

Employer Statement

Date of Incident: _____ Time: _____

Employee Statement

- I agree with Employer's Statement
 I disagree with Employer's statement for these reasons:

Action to be Taken

- Warning Probation Suspension Other: _____

Consequence should incident occur again: _____

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Student Employment Processed: _____ Date: _____