

STUDENT TECHNICIAN WARNING LETTER

To: _____ From: _____

Date: _____

First Warning _____ Second Warning _____ Dismissal _____

CATEGORY I

- _____ Habitual tardiness
- _____ Unexcused absence
- _____ Lack of customer service attitude
- _____ Careless performance of duties
- _____ Leaving work area unattended and not notifying manager
- _____ Excessive watching videos, playing games, or inappropriate Internet use while on duty
- _____ Lack of initiative; requires constant reminders to perform assigned or routine tasks
- _____ Excessive socializing with friends while on duty
- _____ Inappropriate use of work area or equipment
- _____ Excessive using of phone for personal calls; excessive use of personal cell phones
- _____ Leaving work area in disarray
- _____ Other _____

CATEGORY II Immediate Dismissal

- _____ Tampering with Helpdesk or I.T.S. computer files or databases
- _____ Theft of property or services (includes supplies)
- _____ Intentional misrepresentation on time sheet
- _____ Refusal to perform duties as directed
- _____ Working under the influence of drugs (including alcohol)
- _____ Willful destruction of University property
- _____ Other _____

SIGNATURE OF ACKNOWLEDGEMENT

Supervisor _____ Date _____

Student _____ Date _____

Notes

