STUDENT TECHNICIAN WARNING LETTER

| Pirst 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 dution Lack of initiative; requires constant reminders to perform assigned or routine tasks | | From | ı: | | |
|---|---|--|---|------------------------------|----|
| 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 dutients. | te: | | | | |
| 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 | st Warning | g Second Warni | ng | Dismissal | |
| 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 dut | ATEGORY I | RY I | | | |
| Lack of initiative; requires constant reminders to perform assigned or routine tasks | Unexcuso Lack of c Careless Leaving v | Jnexcused absence ack of customer service attitude Careless performance of duties eaving work area unattended and no | | | ty |
| | Lack of ir | ack of initiative; requires constant ren | ninders to perfo | rm 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 | Inapprop | nappropriate use of work area or equ Excessive using of phone for persona eaving work area in disarray | ipment I calls; excessive | , | |
| CATEGORY II Immediate Dismissal | ATEGORY II | RY 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 | Theft of p Intentiona Refusal to Working Willful de | Theft of property or services (includes ntentional misrepresentation on time Refusal to perform duties as directed Working under the influence of drugs Willful destruction of University proper | supplies) sheet (including alcoho ty | ol) | |
| SIGNATURE OF ACKNOWLEDGEMENT | GNATURE | URE OF ACKNOWLEDO | EMENT | | |
| Supervisor Date | pervisor | | | Date | |
| Student Date | udent | | | Date | |
| Notes | ites | | | | |