

Written Warning Notice

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| Name: | |
| Title: | Shift: |
| Department: | Date of Written Warning: |
| | Date of Prior Oral Warning: |
| | Date of Coaching and Counseling Memo: |

This written warning constitutes formal notice to you of continued undesirable behavior(s) or activities in the course of your employment at Union College. The following is a summary of the undesirable behavior(s) or activities (attach appropriate documentation as necessary).

Reason for the warning: B-1 Excessive Lateness
 Examples and dates of behavior/activity: See Below

You are receiving this memo because as of *date* you have exceeded the amount of allowed lateness prior to disciplinary action. Excessive lateness is considered by College policy to be more than five occurrences of lateness in a calendar year. Consecutive years of excessive lateness will cause the next stage in the disciplinary process for excessive lateness.

For the current calendar year you have been late as follows:

Copy, Paste, and Update the “You have been late the following days” section from the Oral Warning Memo

Out of a total of five allowable occurrences, you have been late total # of late days used times.

The employee was informed of the seriousness of the matter, that it constitutes a written warning, and that additional lateness will result in a suspension.

Employee’s reaction was: _____

Employee Signature: _____ *Date:* _____

I understand that my signature indicates that this document has been discussed with me and I have received a copy of it; it does not necessarily indicate agreement with the facts or actions stated. If I disagree, it is my option and responsibility to comment as appropriate.

Supervisor Signature: _____ *Date:* _____

Department Head Signature: _____ *Date:* _____

Copies should be given to: Employee, Human Resources and Department