

**Suspension Notice**

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

This suspension notice and attached Performance Improvement Plan 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 (see codes on the second page): \_\_\_\_\_

Examples and dates of behavior/activity: \_\_\_\_\_

As a result of your continued and uncorrected undesirable behavior(s) and/or activities, you are hereby suspended without pay for \_\_\_\_\_ working days. You are to report back to work on:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Unpaid suspension waived for the following reason(s) (waiver does not lessen the impact of the suspension): \_\_\_\_\_

Performance Improvement Plan attached (Boilerplate form letter available from HR).

A repeat of the undesirable behavior(s) and/or activities will be cause for termination of employment.

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 (Timesheet Adjustment)

## Reasons For Action

### A. Unsatisfactory Attendance

1. Failure to report for work
2. Excessive absence
3. Failure to give notice
4. Failure to submit explanation
5. Other: \_\_\_\_\_

### B. Unsatisfactory Punctuality

1. Late reporting for work
2. Late from meal period
3. Late from relief period
4. Late from authorized meeting
5. Other: \_\_\_\_\_

### C. Unsatisfactory Safety Practices

1. Unsafe work practice
2. Defeating safety device
3. Failure to wear protective equipment
4. Failure to report an accident
5. Other: \_\_\_\_\_

### D. Unsatisfactory Performance

1. Incompetence
2. Poor Quality
3. Poor productivity
4. Excessive time on assignment
5. Excessive waste of materials
6. Improper use of equipment
7. Failure to follow written procedure
8. Failure to follow oral instructions
9. Failure to report operating problems
10. Other: \_\_\_\_\_

### E. Unsatisfactory Attitude or Conduct

1. Insubordination
2. Refusal to follow instructions
3. Refusal to accept work assignment
4. Refusal to accept overtime work
5. Countermanding orders
6. Present in unauthorized area
7. Leaving work place without permission
8. Interference with others
9. Unfit condition for work
10. Possession of alcohol or drugs
11. Immoral or indecent conduct
12. Possession of weapons on premises
13. Wrongful possession of property
14. Smoking in unauthorized areas
15. Profane or abusive language
16. Threatening language or gestures
17. Fighting
18. Horseplay
19. Sleeping during work time
20. Gambling during work time
21. Malingering
22. Refusal to wear uniform provided
23. Personal business during work time
24. Unauthorized parking
25. Unauthorized phone calls
26. Abuse of bulletin boards
27. Falsification of work record
28. Falsification of time card
29. Punching another's time card
30. Failing to treat others with dignity and respect
31. Other: \_\_\_\_\_