CSU FULLERTON
AUXILIARY SERVICES CORPORATION

EMPLOYEE WARNING RECORD

EMPLOYEE'S NAME _____ DEPT _____
Last First

WARNING

TIME OF WARNING _____

DATE OF WARNING _____

NATURE OF VIOLATION

( ) Quality of work
( ) Quantity of work
( ) Attendance
( ) Employee Conduct
( ) Disregarding Policy
( ) Other

COMPANY REMARKS

Previously Warned/Talked to		Type	1st Warning	2nd Warning	3rd Warning
Yes	( ) ( )	Oral ( )			
No	( ) ( )	Written ( )			

EMPLOYEE'S REMARKS RE: VIOLATION

ACTION TO BE TAKEN

I HAVE READ THIS WARNING AND UNDERSTAND THE REPORT AS STATED, AND HAVE BEEN GIVEN AN OPPORTUNITY TO RESPOND.

_____ _____
Employee Signature Date

SIGNATURE OF PERSON _____
WHO PREPARED WARNING Signature

_____ _____
Title Date

_____ _____
Supervisor's Signature Date

Distribution of Copies

( ) Employee ( ) HR Department ( ) Supervisor ( ) Managers