**EMPLOYEE REPRIMAND**

<table>
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<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
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Please consider this a [ ] verbal warning  [ ] written reprimand  [ ] dismissal for the following reason:

- [ ] Absence
- [ ] Tardiness
- [ ] Carelessness
- [ ] Insubordination
- [ ] Performing poor work due to willful neglect
- [ ] Abuse of equipment
- [ ] Using abusive language
- [ ] Breaking University Policy
- [ ] Leaving work without permission
- [ ] Other

Explanation of Offense:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

This warning will be made a part of your record. The issuance of further warnings may subject you to disciplinary action such as suspension or discharge.

_________________________  ____________________________  ___________________________
(Date)  (Signature of Employee)  (Signature of Supervisor)