



Staff Disciplinary Form

Staff Member Name: _____

Incident Date _____

Employee ID: _____

Warning Date _____

Reason for Warning

Rules

- Violation of IUPUI Policy
- Violation of Safety Rules
- Other _____

Attendance

- Excessive Absence
- Excessive Tardiness or Leaving Early
- Other _____

Type of Warning

- Verbal Warning
- First Written Warning
- Second Written Warning
- Final Written Warning

Supervisor Comments

Employee Comments

Signatures

I understand similar violation of company policy will be cause for further discipline up to and including termination.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Please fill out this form in its entirety and submit to STEM Club by hitting the submit button in the top right corner of the page. Please keep a copy for your records.