

**BALL STATE UNIVERSITY
Staff Personnel
Verbal Warning Report**

Date: _____

BSU ID No.: _____

To: _____

Title: _____

Employee's Name

Date(s) Problem Occurred

Date Verbal Warning Issued

DESCRIPTION OF PROBLEM:

WHAT ACTION HAS BEEN TAKEN:

SUPERVISOR'S RECOMMENDATION:

Future violations of university rules or regulations will result in further disciplinary action, up to and including discharge.

Supervisor's Signature

Supervisor's Title

Employee's Signature

Distribution:

1 copy - Employee

1 copy - Supervisor

1 copy - Employee Relations

Employee: I certify that this document has been discussed with me, and I understand my signature does not necessarily indicate agreement. I may write a separate response to any and all points and attach it to this report, which will be filed in University Human Resource Services.