

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

Date: _____

BSU ID No.: _____

To: _____

Title: _____

Employee's Name

Date(s) Problem Occurred

Date Written 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

Distrib: 1 copy - Employee
1 copy - Supervisor
1 copy - Employee Relations

Title

Employee's Signature

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.