

ORU Written Warning

Employee: _____ Department: _____

Manager/Supervisor: _____ Date: _____

If previous discipline meeting occurred, enter date: _____

Reasons for Warning:

____ Absenteeism ____ Failure to follow procedure ____ Rudeness
____ Tardiness ____ Failure to meet performance ____ Policy violation
____ Other _____

Details of actions that warranted this warning:

This notice is to advise you that you are to conduct yourself in accordance with the above expectations of your supervisor. You are to perform your job duties in a manner that ensures and promotes the health, safety and welfare of ORU employees, faculty, staff, students, visitors. Further performance violations of policy and procedures or other employment issues will be grounds for further disciplinary actions up to and including termination.

Employee Comments:

Note: Your signature on this form means that we have discussed the situation. It doesn't necessarily mean you agree that the infraction occurred.

Employee's Signature Print Name Date

Supervisor's Signature Print Name Date