



PERFORMANCE WARNING NOTICE (DRAFT)

Name:	Position:
Date:	Semester:

INCIDENTS

- | | |
|--|--|
| <input type="checkbox"/> Unexcused Absenteeism | <input type="checkbox"/> Misuse of Company Property |
| <input type="checkbox"/> Unexcused Tardiness | <input type="checkbox"/> Engaging in Practices inconsistent with USU/ASI Policies or Procedures |
| <input type="checkbox"/> Early Departures from Meetings | <input type="checkbox"/> Sleeping on Duty |
| <input type="checkbox"/> Cameras Off Through the Whole Meeting | <input type="checkbox"/> Securing Leave Under False Pretenses |
| <input type="checkbox"/> Multi-tasking during Meetings | <input type="checkbox"/> Fighting or Engaging in Horseplay |
| <input type="checkbox"/> Failure or Refusal to Perform Assigned Duties | <input type="checkbox"/> Harassment and/or Discrimination of Other Employees |
| <input type="checkbox"/> Failure to Report to Office Hours | <input type="checkbox"/> Unauthorized Access to Private Offices/Areas Discourtesy to Public or Coworkers |
| <input type="checkbox"/> Inappropriate or excessive phone usage/computer | <input type="checkbox"/> Violation to Safety Rules |
| <input type="checkbox"/> Failure to Notify Direct Report of Absence or Tardiness | <input type="checkbox"/> Inability to Accomplish work at an Effective Level |
| <input type="checkbox"/> Insubordination, Refusal to Comply with Instructions or Failure to Perform Reasonable and Assigned Duties | <input type="checkbox"/> Other (Explain Below) |
| <input type="checkbox"/> Use of Work Time for Non-Work-Related or Personal Matters | |
| <input type="checkbox"/> Theft of Company Property | |
| <input type="checkbox"/> Discourtesy to Public or Coworkers | |
| <input type="checkbox"/> Unauthorized Access and/or Distribution of Confidential Information | |



DESCRIPTION OF INCIDENTS: (Include dates, times, and names of witnesses, if any)

Direct Report Signature:

Date:

I have been given a copy of this warning notice and understand that my signature does not mean that I agree with the content of this notice. I also understand that I may prepare a written statement explaining or disagreeing with the content of this notice to the Board of Directors.

Signed: _____ Date: _____

(Note to Board, if members refuse to sign, give the member a copy of this performance notice and indicate to the Board of Directors that the member refused to sign.)