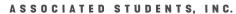


5154 STATE UNIVERSITY DRIVE. ROOM 203 LOS ANGELES, CA 90032

## PERFORMANCE WARNING NOTICE (DRAFT)

Name:	Position:		
Date:	Semester:		
INCIDENTS			
<ul> <li>Unexcused Absenteeism</li> <li>Unexcused Tardiness</li> <li>Early Departures from Meetings</li> <li>Cameras Off Through the Whole Meeting</li> <li>Multi-tasking during Meetings</li> <li>Failure or Refusal to Perform Assigned Dutie</li> <li>Failure to Report to Office Hours</li> <li>Inappropriate or excessive phone usage/cor</li> <li>Failure to Notify Direct Report of Absence or Tardiness</li> <li>Insubordination, Refusal to Comply with Instructions or</li> <li>Failure to Perform Reasonable and Assigned</li> <li>Use of Work Time for Non-Work-Related or Personal Matters</li> <li>Theft of Company Property</li> <li>Discourtesy to Public or Coworkers</li> <li>Unauthorized Access and/or Distribution of Confidential Information</li> </ul>	□ Harassment and/or Discrimination of other Employees r □ Unauthorized Access to Private Offices/Areas Discourtesy to Public or Coworkers □ Violation to Safety Rules		

3 2 3 . 3 4 3 . 4 7 8 0
F A X . 3 2 3 . 3 4 3 . 6 4 2 0
W W W . C A L S T A T E L A . E D U / A S I \_\_\_\_





5154 STATE UNIVERSITY DRIVE. ROOM 203 LOS ANGELES, CA 90032

<b>DESCRIPTION OF INCIDENTS:</b> (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 t 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.)	

3 2 3 . 3 4 3 . 4 7 8 0 F A X . 3 2 3 . 3 4 3 . 6 4 2 0 W W W . C A L S T A T E L A . E D U / A S I \_\_\_\_\_