BALL STATE UNIVERSITY
Service Personnel
Verbal Warning Report

Date: _____ BSU ID No.:_____

To: _____ Title: _____

Employee's Name

Part-Time: _____ Full-Time: _____

REASON FOR WARNING:

You have been issued this **verbal warning** for violation of University rule or regulation number _____ which reads as follows:

The violation occurred on (date) _____ at (time) _____ at the following location _____

FACTS RELATED TO VIOLATION: (Be specific regarding circumstances involved)

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

_____

Title

Distribution:
1 copy - Employee
1 copy - Employee Relations
1 copy - Supervisor

HR-49; 3/2012; 9/2018