

VILLANOVA UNIVERSITY DISCIPLINARY ACTION REPORT

Employee Full Name:	Department:
Title:	Date of Hire:
Date of Infraction:	Banner ID #:
DISCIPLINARY ACTION TAKEN:	
<input type="checkbox"/> Verbal Warning <input type="checkbox"/> First Suspension <input type="checkbox"/> Discharge <input type="checkbox"/> Written Warning <input type="checkbox"/> Final Written Warning	

INFRACTION CODES: Check the appropriate infraction code(s).

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| <input type="checkbox"/> Excessive tardiness. | <input type="checkbox"/> Improper use of sick leave/unexcused absence |
| <input type="checkbox"/> Excessive absenteeism. | <input type="checkbox"/> Improper use of break time. |
| <input type="checkbox"/> Falsifying documents/records of any kind. | <input type="checkbox"/> Improper disclosure of confidential information |
| <input type="checkbox"/> Participating in a fight or striking someone. | <input type="checkbox"/> Careless waste or damage to property. |
| <input type="checkbox"/> Failure to properly maintain, use or secure University property. | <input type="checkbox"/> Possession or use of weapons on University property. |
| <input type="checkbox"/> Insubordination/failure to follow instructions or otherwise cooperate with management. | <input type="checkbox"/> Discourtesy to other employees, students or the public |
| <input type="checkbox"/> Unauthorized use of University property. | <input type="checkbox"/> Sleeping on the job. |
| <input type="checkbox"/> Failure to meet work standards. | <input type="checkbox"/> Stealing. |
| <input type="checkbox"/> Disregard of safety rules or procedures. | <input type="checkbox"/> Threatening or abusive language or manner. |
| <input type="checkbox"/> Drinking alcohol or using controlled substance on the job, or on University property (except at events authorizing the consumption of alcohol), or otherwise appearing to have consumed or used such materials | <input type="checkbox"/> Other violations of rules or proper procedures (See "Comments" section) |

COMMENTS: Explain what happened, including: Location, Date, Time, Names, etc.

PREVIOUS DISCIPLINARY ACTION: Below, indicate dates when previous disciplinary action had been issued.

Verbal Warning:	Final Written Warning:
Written Warning:	Discharge:
First Suspension:	

SIGNATURES:

Supervisor Date

Received by Employee Date

Dept. Head or Designee Date