

Employee Performance Report

Commendation

Verbal Warning

Written Warning

Termination

Employee Name:

Job Title:

Department:

Supervisor:

Date/Time of Occurrence:

Primary Work Location:

Reason for Report:

Job Performance

Policy Violation

Unacceptable Behavior

Facts of Incident (Attach additional page if necessary)

Improvement or Action Required by the Employee

(Poor Job Performance or Violations of University Policies May Result in Further Disciplinary Action, Leading to and Including Termination of Employment.)

Past Disciplinary Action Including Verbal Warnings, Counseling or Coaching in Last 12 Months

Date

Type

Issue

Written Report
Prepared:

Yes No

Yes No

Yes No

Supervisor Signature _____ Date _____

Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand I can submit an Employee Statement to be attached to this report. My signature is not an admission of the incident or offense. I understand that I may appeal this report through instructions in the Staff Handbook.

Employee Signature _____ Date _____

Witness Signature (if any) _____ Date _____

If Termination, this section must be completed before taking termination action. Once complete, department forwards original with discipline documentation to HR and notifies IT Services. HR forwards a copy to the Payroll Manager.

Effective Date of Termination (last day at work): _____

Vice-President Signature _____ Date _____

HR Director Signature _____ Date _____