



# Student Employment Discipline Action Report

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[macalester.edu/employmentservices/stuentemployment/](http://macalester.edu/employmentservices/stuentemployment/) | Student Employee Discipline Procedures <https://goo.gl/m2F7Ky>

Student Employee Name	
Date	Position Title
Supervisor Name	Department

## Action Report

Verbal warning date	
First written warning date	Final written warning date
Description of unacceptable conduct or action being performed	
Details of how the student's performance or actions must improve	

## Resolution

I have met with my supervisor and am clear about what I need to work on. I understand if my unacceptable conduct or action continues, I will be subject to further disciplinary action, up to and including termination from my position.

Student's Signature	Date
Supervisor's Signature	Date