

## Notice of Disciplinary Action

- Written record of verbal warning       Written warning  
 Probation       Suspension       Termination

Tutor \_\_\_\_\_

Date \_\_\_\_\_

(Only sections I and II must be completed when a verbal warning is given)

I. Disciplinary action is the result of the following offense or rule violation:

II. The following corrective action is expected:

III. Previous rule violations /performance problems and resultant disciplinary action(s) include:

IV. Tutor comments:

V. Supervisor comments:

VI. Complete for probation/suspension:

Tutor will be placed on probation for \_\_\_\_\_. If no further disciplinary action is required during this time, the report will be removed from tutor's file.

Tutor will be suspended for \_\_\_\_\_ days beginning on \_\_\_\_\_ and will return to work on \_\_\_\_\_.

\_\_\_\_\_  
Tutor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

Tutor declined to sign