

WORK STUDY EMPLOYEE WARNING

TO: _____
Work Study Employee

FROM: _____
Work Study Supervisor

SUBJECT: **Written Warning**

DATE: _____

In addition to my discussion with you regarding the item(s) checked below, this communication serves as the last warning you will receive before being terminated as a work-study employee in the _____ Department/Division.

The reason(s) for this action is/are:

- () 1. Failure to report to work as scheduled.
- () 2. Continued tardiness.
- () 3. Failure to comply with rules and regulations of the Department/Division.
- () 4. Unsatisfactory performance.
- () 5. Poor work attitude.
- () 6. Violation of policies set forth by NOVA.
- () 7. Other _____

Work Study Supervisor Signature

Date

Cc: _____
Campus Work-Study Coordinator

College Work Study Coordinator