



**COLLEGE<sup>3</sup>**  
 READY. CONNECTED. COMPLETE.

**PSJA SONIA M. SOTOMAYOR**

Early College High School  
 Rosa M. Rakay, Principal



Verbal Warning Form

Name \_\_\_\_\_ Hire Date \_\_\_\_\_

Position \_\_\_\_\_ Department/Campus \_\_\_\_\_

Description of current problem requiring corrective action:

Directive(s) and /or expected performance (explain in detail):

Employee's comments:

Other significant information:

*Note: failure to correct problem may result in further disciplinary action, including termination of employment.*

\_\_\_\_\_  
 Supervisor Signature Date

I have received a copy of this form. I understand that my signature does not necessarily mean that I agree with the contents.

\_\_\_\_\_  
 Employee Signature Date



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Early College High School  
Rosa M. Rakay, Principal



Written Warning Form

Name \_\_\_\_\_ Hire Date \_\_\_\_\_

Position \_\_\_\_\_ Department/Campus \_\_\_\_\_

Reason for disciplinary action (check all that apply):

- Quality       Productivity    Safety       Conduct
- Attendance    Policy       Insubordination       Other

Description of the incident/performance concern:

Witness to Incident:

Employee's comments:

Directive(s) and /or expected performance (explain in detail):

Supervisor action:

- Written warning     1-day suspension    2-day suspension       3-day suspension

**Note: failure to correct problem may result in further disciplinary action, including termination of employment.**

\_\_\_\_\_  
Supervisor Signature                                  Date

I have received a copy of this form. I understand that my signature does not necessarily mean that I agree with the contents.

\_\_\_\_\_  
Employee Signature                                  Date