

WARNING/DISMISSAL FORM

Riverside Community College District
Student Employment

An employer may dismiss and/or give a written warning to a student employee for several reasons including, but not limited to, unsatisfactory work, attendance, improper conduct (theft, physical/verbal abuse, misuse of equipment, falsification of records, and disclosure of confidential information). An employer has the right to immediately dismiss a student employee according to that department's internal policies and procedures.

If a student is given a written warning, keep the original for future reference. If a student is given a dismissal, place it in the student's file, provide the student with a copy of the completed form if the student is available, and forward the original to the Student Employment Office.

Student Name As printed on Social Security Card (Please Print)

Social Security Number

Name of Hiring Site

Supervisor Name

Phone # and Extension

Budget Code #1

Budget Code #5

Budget Code #2

Budget Code #6

Budget Code #3

Budget Code #7

Budget Code #4

Budget Code #8

WARNING(S)

1st Warning Date: _____

Reason: _____

2nd Warning Date: _____

Reason: _____

DISMISSAL

% Non voluntary dismissal

% Voluntary dismissal

Last date worked: _____

The above named student has been dismissed from his/her position(s) for the following reason:

Supervisor's Signature: _____

Date: _____