



**SOUTH TEXAS  
COLLEGE**

**Disciplinary Action: Verbal Warning  
Supervisor's Note**

Employee Name: \_\_\_\_\_ A#: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

**Nature of Prohibited Conduct**

**Refer to Policy #4901 Standards of Conduct. Detail the nature and date(s) of the prohibited conduct that is in violation of College policy and/or departmental procedures in the space below. If additional space is needed attach pages to this form, including any supporting documentation.**

Date(s) of prohibited conduct: \_\_\_\_\_

Supervisor remarks: \_\_\_\_\_

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**On \_\_\_\_\_ (Insert Date), I advised the employee of the above prohibited conduct and that any deviations from the directives in this verbal warning and/or other violations of the College policies may result in further disciplinary action up to and including termination.**

Pursuant to Policy #4911, Disciplinary Action Procedures, which states "A verbal warning or counseling session may be noted by the immediate supervisor, or other supervisor within the chain of command, maintained internally by the immediate supervisor." This is to serve as such note.

\_\_\_\_\_  
Supervisor signature

Date: \_\_\_\_\_

Please note: Pursuant to Policy #4911, Disciplinary Action Procedures, "Supervisory personnel shall consult the Director of Human Resources for assistance and guidance in disciplinary actions other than verbal reprimands."