

**COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START  
EMPLOYEE NOTICE OF VIOLATION**

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Please check the appropriate box:  Verbal Warning  Written Reprimand *(include separate Corrective Action Plan)*

Previous Verbal Warning:  Yes  No Previous Written Reprimand:  Yes  No

*If yes, date?* \_\_\_\_\_ *If yes, date?* \_\_\_\_\_

**TYPE OF VIOLATION:**

Attendance  Carelessness  Insubordination  Safety  Work Quality  Other \_\_\_\_\_

**DETAILS OF VIOLATION:** Date \_\_\_\_\_ Location \_\_\_\_\_

**EMPLOYEE STATEMENT:**  I agree with the details as noted above  I disagree with the details noted above

**CORRECTIVE ACTION PLAN:** *(Attach separate form for Written Reprimand)*

**CONSEQUENCES OF CONTINUED NON-COMPLIANCE:**

*Notice of Violation will remain in Personnel File Indefinitely*

I have read and understand this notice.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date