



## Student Employment Disciplinary or Incident Report Form

This form is intended to be used by departments to facilitate conversations around workplace incidents or disciplinary issues. It is for departmental use only. This form can be used to document student employee incidents that may lead to disciplinary actions or termination. Disciplinary actions including termination may take place even if this form is not utilized.			
<b>Student Name:</b>		<b>Student ID:</b>	
<b>Department:</b>		<b>Supervisor Name:</b>	
<b>Date/Time of Occurrence:</b>		<b>Location of Occurrence:</b>	
<b>Explanation of Occurrence:</b>			
<b>INCIDENT</b> <i>Type a brief description of the incident or issue</i>   			
<b>Issue:</b>		<b>Disciplinary Action(s) Taken:</b>	
<input type="checkbox"/> Absence <input type="checkbox"/> Substandard Performance <input type="checkbox"/> Violation of Confidentiality <input type="checkbox"/> Other _____	<input type="checkbox"/> Safety Violation <input type="checkbox"/> Policy Violation <input type="checkbox"/> Tardiness <input type="checkbox"/> Conduct	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Suspension ____ days <input type="checkbox"/> Other _____	
<b>Meeting Date/Time:</b>		<b>Attendees:</b>	
<i>What actions were taken to resolve this matter with the student employee or other involved parties?</i>   			
<b>Additional departments or resources contacted (check all that apply):</b>			
<input type="checkbox"/> Student Employment Services <input type="checkbox"/> Public Safety <input type="checkbox"/> HR <input type="checkbox"/> Title IV Coordinator <input type="checkbox"/> LMU Cares <input type="checkbox"/> Other			
<i>I hereby certify that all information submitted on this form is true and complete to the best of my knowledge and belief. I understand that if I continue to be employed by the University, I must continue to meet the performance and conduct expectations of my employment.</i>			
<b>Student Signature:</b>		<b>Date:</b>	
<b>Staff Signature:</b>		<b>Date:</b>	
This form should be kept with the department's student employment records. It is not to be submitted to SES.			