

# 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 a copy 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)

Student ID Number

Name of Hiring Site

Supervisor Name

Phone # and Extension

## WARNING(S)

1st Warning Date: \_\_\_\_\_

Reason: \_\_\_\_\_

How student can improve: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

*\*By signing you are acknowledging that you have received notice of this warning*

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

2nd Warning Date: \_\_\_\_\_

Reason: \_\_\_\_\_

How student can improve: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

*\*By signing you are acknowledging that you have received notice of this warning*

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

## DISMISSAL/RESIGNATION

☐ **Non-Voluntary Dismissal**

☐ **Voluntary Resignation**

☐ **Not Enrolled / Graduated**

☐ **Other:** \_\_\_\_\_

**Last date worked:** \_\_\_\_\_

The above-named student has been dismissed/resigned from their position(s) for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

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

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

Original: Student Employment ♦ Supervisor and Student retain a copy for your records