MESQUITE INDEPENDENT SCHOOL DISTRICT

CUSTODIAL/SECURITY GUARD WARNING NOTICE

The following WARNING was issued today and it is to be made part of the employee's official record.

_____

(Name) (Location) (Date)

1. ( ) Unreported Absence
2. ( ) Tardiness
3. ( ) Drinking on Duty
4. ( ) Insubordination
5. ( ) Dishonesty
6. ( ) Failure to Obey Orders
7. ( ) Fighting on Premises
8. ( ) Leaving Without Permission
9. ( ) Improper Conduct
10. ( ) Reporting Under the Influence of Alcohol/Drugs
11. ( ) Violation of Rules
12. ( ) Defective & Improper Work
13. ( ) Carelessness
14. ( ) Destruction of Property
15. ( ) Other

Offense Number (Please Circle): 1 2 3 4 5

Additional Comments:_____

_____

_____

_____

_____ _____
Signature of Supervisor Date

I have read this report: _____ _____
Signature of Employee Date

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Please forward copy to Administrative Officer - Operations/Risk Management, L. A. Berry Support Complex by fax (972-882-5404).