

K-State Student Union
Documentation of Concern(s)
D.O.C.

Employee name:

Date:

Employee position title:

Name of person completing form:

(Generally immediate supervisor, department head, or human resources representative)

Title of person completing form:

Concern involves (mark all that apply):

Personal Conduct (Reference Union policies: *3010 Prohibiting Discrimination, Harassment, and Sexual Harassment; 3715 Threat Management; 4470 Disciplinary Action*)

Work Performance (Reference Union policy: *4470 Disciplinary Action*)

Attendance (Reference Union policy: *4480 Attendance Guidelines*)

Safety of Self or Others (Reference Union policies: *3715 Threat Management; 3720 General Safety of employees*)

Policy or Rule Violation

Other

Description of Concern (*Include dates, data, and a detailed description of concern*):

Expectation of Employee (*include specific, measurable objectives and target dates*):

Action Taken by Supervisor/Department Head/Human Resources Representative:

Verbal counseling with employee	Supervisor suggested referral to EAP
First written warning with employee	Supervisor mandated referral to EAP
Second written warning with employee	
Other:	

Recommendation of Action by Supervisor/Department Head/Human Resources Representative:

Suspension	No Recommendation
Administrative leave	Other:
Demotion	
Termination	

Employee signature: _____ Date: _____

Employee's signature indicates the concern has been discussed with the employee and the employee has received a copy of the form. Any comments/feedback from the employee may be documented separately and attached to the original D.O.C. form.

Supervisor signature: _____ Date: _____

Department Head signature: _____ Date: _____

Human Resources signature: _____ Date: _____

Distribution:

- Employee (copy)
- Supervisor (copy)
- Department Head (copy)
- Human Resources (original)