



UtahStateUniversity
DINING SERVICES

Termination Form

Employee Name: _____ A#: _____
Date: _____

Description of Infraction: (including policy as appropriate)

Probation?: Yes No Date: _____
A copy of the Probation must be attached to this form. If there was no probation, explain below:

The above infraction has been discussed with me. I understand it is against Dining Services policy and that my actions warrant dismissal. I understand that this termination disqualifies possible employment in other Dining Service Operations.

Employee Signature: _____ Date: _____

This termination was discussed with the employee. Due process was adhered to in attempt to correct this behavior before dismissal.

Management Signature: _____ Date: _____

Management Signature: _____ Date: _____

Employee is entitled to a copy of this documentation. A copy will also be sent to the Dining Services Payroll Personnel.