

**Northern Star
Violation Write-up**

Employee: _____ Date: ___/___/___ Time: ___:___

Violation: 1 2 3

- *To ensure all members of the Northern Star staff follow set guidelines, a write-up system is mandatory to prevent such violations from disrupting the day-to-day work of putting out a news product.*
- *After a third write-up, the employee will be dismissed; however, an employee may be immediately dismissed if warranted.*

Reason(s) for write-up:

- ___ Not coming into work or checking in three days in a row.
- ___ Not attending a mandatory meeting; not calling first to explain the absence.
- ___ Consistently not writing three stories a week.
- ___ Insubordination.
- ___ Blatant story errors, such as misquoting or getting the facts wrong.
- ___ Misspelling a name in a story.
- ___ Not covering a story or meeting when assigned.
- ___ Not completing a story that a reporter slugged in.
- ___ Missing a deadline.
- ___ Abuse of company property.
- ___ Sexual harassment.
- ___ Use of slurs, either in person or written.
- ___ Leaking a story before publication (grounds for immediate dismissal)
- ___ Plagiarism or fabrication (grounds for immediate dismissal)
- ___ Other violation: _____

Editor/manager statement:

Employee statement:

Employee signature

Editor in chief/managing editor signature

Editor/manager signature

A copy of this violation should be given to the employee