



EMPLOYEE WARNING NOTICE

This form is to be used as the Standard of Conduct Memo, the Letter of Reprimand, and the Final Warning

Employee Information

Employee Name: _____ Date: _____
Job Title: _____
Supervisor: _____ School: _____

Type of Warning

Step 1

Standard of Conduct Memo

Step 2

Letter of Reprimand

Step 3

Final Warning

Date of Previous Memo: _____

Date of Previous Memo: _____

Tardiness/Leaving Early

Absenteeism

Violation of MCCSC Policies

Sub-standard Work

Violation of Safety Rules

Other

Comments: _____

Details

The purpose of this memo is to make you aware of this situation that has come to my attention:

In the future, I expect you to: _____

I am confident that you can make the necessary adjustments to meet the expectations of this position. If you have any questions about my expectations, please see me immediately.

If the unacceptable behavior noted above reoccurs, you could be subject to further disciplinary action up to and including termination.

Within TWO WEEKS staff members NOT in agreement with this report may submit a rebuttal to be attached to the Employee Warning Notice. A copy of all documentation will be placed in the personnel file.

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Witness Signature _____ Date _____

(If employee understands warning but refuses to sign)

cc: Personnel File/Human Resources