



## 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