

MILES COLLEGE - WARNING NOTICE

INSTRUCTIONS FOR COMPLETING THIS WARNING NOTICE: As soon as possible after the incident, complete this form. Have the employee read and sign the form and distribute the copies as follows: first copy to employee, second to employee's supervisor, third to Human Resources

Employee's Name: _____ Date: _____

Department: _____ Job Title: _____

Department Head's Supervisor: _____

Immediate Supervisor's Name: _____

Date Employed: _____

Details of violation: List rule(s) violated. Explain as specifically and comprehensively as possible; include dates, time, place and persons involved.

Immediate satisfactory improvement must be shown and maintained or further disciplinary action will be taken.

Action Taken:

_____ First warning - verbal

_____ Second warning - written

_____ Final warning - written with suspension of _____ days effective _____

_____ Discharge

Date

Department Head/Supervisor

I HAVE READ AND UNDERSTAND THE ABOVE

Date

Employee's Signature

IF THE EMPLOYEE REFUSES TO SIGN:

This is to certify that the employee named in this report was warned by his/her supervisor in my presence concerning the subject matter contained herein.

Date

Department Head/Supervisor