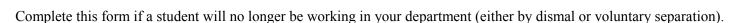


WARNING/DISMISSAL FORM

Moreno Valley College Student Employment



An employer may dismiss and/or give a written warning to a student employee for several reasons including, but not limited to, unsatisfactory work, attendance, improper conduct (theft, physical/verbal abuse, misuse of equipment, falsification of records, and disclosure of confidential information). An employer has the right to immediately dismiss a student employee according to that department's internal policies and procedures.

If a student is given a written warning, keep the original for future reference. If a student is given a dismissal, place a copy in the student's file, provide the student with a copy of the completed form if the student is available, and forward the original to the Student Employment Office.

XXX-XX-	
Student Name – As printed on Social Security Card (Please Print)	Last Four Digits of Student's Social Security Number
Student ID Number	Hire Site/Department
Supervisor Name Phone # and Extension	Budget Code #1
Budget Code #2	Budget Code #3
Budget Code #4	Budget Code #5
	NING(S)
Ist Warning Date: Reason:	
2nd Warning Date:	
Reason:	
DISMISSAL	
□ Non voluntary dismissal□ Voluntary dismissal	
Last date worked:	
The above named student has been dismissed from his/her position(s) for the following reason:	
Supervisor's Signature:	Date: