

SOUTH CAROLINA FORESTRY COMMISSION  
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM  
WARNING NOTICE OF SUBSTANDARD PERFORMANCE

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PREPARE THREE COPIES: ONE FOR EMPLOYEE, ONE FOR SUPERVISOR, ONE FOR PERSONNEL FILE.

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NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE OF WARNING: \_\_\_\_\_ CURRENT REVIEW DATE: \_\_\_\_\_

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(1) Under the EPMS regulations, at least 30 days and no more than 120 days prior to a permanent employee receiving a "below performance requirements" rating, the supervisor shall provide the employee with a written warning notice of substandard performance. In compliance with these regulations you are hereby notified that your performance is substandard in the following ways:

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(2) These deficiencies can be improved in the following ways:

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(3) You will have up to \_\_\_\_\_ days to correct these deficiencies. I will meet with you during this time period to discuss your progress.

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(4) At the end of the warning period, on or before \_\_\_\_\_, 20\_\_\_\_\_, you will be given a special evaluation. If your performance is rated "meets performance requirements" or above, your employment shall continue. If your performance is rated "below performance requirements", you will be removed from your position.

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(5) Any employee whose performance requires more than tow substandard warning notices within 365 days shall be terminated upon receipt of the third warning notice of substandard performance.

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SIGNATURE OF SUPERVISOR: \_\_\_\_\_

SIGNATURE OF EMPLOYEE: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

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Amendment No. 10  
2/18/94