

## Employee Warning Notice

PLEASE PRINT

Employee Name \_\_\_\_\_ Date of Warning \_\_\_\_\_

Employee Title \_\_\_\_\_ Department \_\_\_\_\_

### Type of Violation

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Attendance                        | <input type="checkbox"/> Insubordination                          | <input type="checkbox"/> Failure to Follow Instructions                            |
| <input type="checkbox"/> Rudeness to Employees or Students | <input type="checkbox"/> Violation of MCTC Policies               | <input type="checkbox"/> Unsatisfactory Work Quality                               |
| <input type="checkbox"/> Violation of MCTC Procedures      | <input type="checkbox"/> Willful Damages to Material or Equipment | <input type="checkbox"/> Working on Personal Matters (Computers/E-mail/Cell Phone) |
| <input type="checkbox"/> Other _____                       |   |  |

### Previous Warnings

|                         | ORAL | WRITTEN | DATE | BY WHOM |
|-------------------------|------|---------|------|---------|
| 1 <sup>st</sup> Warning |      |         |      |         |
| 2 <sup>nd</sup> Warning |      |         |      |         |
| 3 <sup>rd</sup> Warning |      |         |      |         |

### Employer Statement

Date of Incident \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_ : \_\_\_\_ AM  
PM

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### Employee Statement

- I agree with Employer's statement.
- I disagree with Employer's description of violation for these reasons:

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**Action to be taken:**     Warning     Probation     Suspension     Dismissal     Other \_\_\_\_\_

Consequence should incident occur again: \_\_\_\_\_

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**I have read this Employee Warning Notice and understand it.**

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF SUPERVISOR WHO ISSUED WARNING

\_\_\_\_\_  
DATE