



JAMES SPRUNT COMMUNITY COLLEGE Disciplinary Notice

Employee Name:

Employee ID Number:

Position Title:

Department Name:

Steps:

- 1st Formal Warning
- 2nd Formal Warning
- Final Warning (may include suspension or dismissal)

INCIDENT DESCRIPTION

Statement of the problem:

(Problem may consist of violation of rules, standards, practices or unsatisfactory performance)

Detail prior discussion(s) or warning(s) related to this subject:

(Prior discussion(s) or warning(s) may include verbal discussions, written warnings, dates of prior meetings, etc.)

Provide information related to JSCC and/or department policy relevant to this subject (if applicable):

Provide summary of corrective action to be taken:

(Details should include dates, specific areas of improvement and plans for follow-up)

Provide consequences if employee fails to improve or correct behavior:

Employee comments:

REQUIRED SIGNATURES

Employee Signature:

Date:

Supervisor Signature:

Date:

Witness Signature:

Date:

If employee refuses to sign please have another supervisor or employee witness that the employee received a copy of this document.

Distribution: Original to HR; Copy to employee; Copy for supervisor

