**Written Warning**

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| ​**Employee Name:** | **Job Title:** |
| ​**Department:** | **Supervisor:** |
| **​Date:** | **First Warning  Second Warning** |

The purpose of this written warning is to bring to your attention new or ongoing problems which have precluded you from meeting expectations with regard to your conduct and/or performance. The intent is to let you know about the problem areas, alert you to the seriousness of the situation and describe the needed immediate corrective action that you must take. This written warning will be placed in your College personnel file in Human Resources.

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| **Reason for warning** (violation(s) of College and/or department policy or unsatisfactory performance/behaviors – include dates): |
| **Prior discussions or warnings** (date(s), discussion or warning type, subject of discussion or warning): |
| **Relevant College and/or department policy and/or procedures violated (from Policy, Employee Handbook: *Holy Cross and You* and/or Department Procedures):** |
| **Corrective action required:** |
| **Consequences of failure to improve performance or correct behavior:**  Failure to consistently follow the above direction and/or additional performance infractions on your part may result in further correction action up to and including suspension and/or termination |

The above has been discussed with me by my supervisor. I understand the contents and acknowledge and understand the corrective action required. I also acknowledge and understand the potential consequences if I fail to correct these problems.

**Signatures:**

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| Employee:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ |
| Supervisor:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ |
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