

Employee Disciplinary Form

☐ Moorhead Campus☐ Greenville Center☐ Greenwood Center☐ Indianola Center

Employee Information

Employee Name _____

Date _____

Employee ID No. _____

Department _____

Job Title _____

Supervisor's Name _____

Level of Offense

☐ First Warning☐ Second Warning☐ Final Warning

Type of Offense

☐ Absenteeism☐ Insubordination☐ Rudeness to Customers/Coworkers☐ Tardiness/Leaving Early☐ Violation of Company Policies☐ Violation of Safety Rules☐ Other (specify) _____

Details

Description of Infraction:

Plan for Improvement:

Consequences of Further Infractions:

Acknowledgement of Receipt

By signing this form below, you confirm that you understand the disciplinary action noted above. You also confirm that you and your immediate supervisor have discussed the matter and a plan for improvement. Signing this form does not necessarily indicate that you agree with the disciplinary action.

Employee Signature

Date

Supervisor Signature

Date

Witness Signature

Date

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Executive Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.