





**SUMMARY OF ISSUE:**

**SUMMARY OF CORRECTIVE PLAN OF ACTION:**



*You are formally warned of the severity of this situation. Failure to correct this behavior and/or further violation of college policy will result in additional disciplinary action. By signing below, you acknowledge that you have received this notice.*

*A copy of the notice will be placed in your personnel file.*

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Employee:

Date:

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Supervisor:

Date: