

MESA PUBLIC SCHOOLS
Classified Personnel

EMPLOYEE WRITTEN WARNING
Building/Unit Level

TO: _____
PRINT NAME

FROM: _____
PRINT NAME

EMPLOYEE ID NUMBER

DEPARTMENT/SITE

DATE OF MISCONDUCT: _____

DATE OF INITIAL CONFERENCE: _____

MISCONDUCT:

CORRECTIVE ACTION:

CORRECTIONS TO BE COMPLETED BY: _____
DATE

Additional pages attached: Yes No

Misconduct occurring in the future shall subject the employee to further disciplinary action, including suspension or dismissal.

Employee signature acknowledges only the receipt of this reprimand.

SIGNATURE OF SUPERVISOR DATE

SIGNATURE OF EMPLOYEE DATE

Employee may submit a letter responding to the written warning to be placed with the warning in the building/site personnel file. Any letter of response must be submitted within ten (10) working days after the employee's receipt of the copy of the written warning.