



NOTICE OF DISCIPLINARY ACTION

Bay Mills Community College

It is the policy of BMCC that all employees are expected to comply with BMCC's standards of behavior and performance, and that any noncompliance with these standards must be corrected. In accordance with BMCC Disciplinary Procedure located in Personnel Policy 300.808 (2) please consider this notice a disciplinary action.

Issued to: _____ Title: _____ Date: _____

Progressive Action:

- Documented meeting, to be placed in the management file.
- Written reprimand, to be included in the official personnel record.
- Written warning, with suspension or termination, to be included in the official personnel record.

Violated Policy or Procedure (include policy citation):

Nature of the problem, including specific incidents:

Previous disciplinary action(s):

Recommended corrective action:

I understand further instances of poor behavior or conduct that is not in BMCC's best interest will result in more severe disciplinary action, including suspension or termination.

Employee Signature

Date

Supervisor Signature

Date