TUSCULUM COLLEGE

HUMAN RESOURCE POLICY

Written Employee Warning

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<th>Reference Number</th>
<th>Board Approval</th>
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<td>10/2006</td>
<td>11/1/2006</td>
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Employee’s Name: ______________________________ Date given: ___________
Emp. ID #: ____________________________________
Supervisor: _______________________________ Dept./Location: __________

WARNING

Date of Violation: ______________________________ Time of Violation: ________
Place violation Occurred: ______________________________________________

COLLEGE REMARKS (completed by supervisor)

Nature of Violation: ____________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Has Employee been warned previously? Yes ____ No _______

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ACTION

Action to be taken: ________________________________________________
_______________________________________________________________________

EMPLOYEE’S REMARKS (completed by employee if needed)

(The absence of any statement on the part of the Employee indicates his/her agreement
with the report as stated)

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

I have entered my version of the matter above and have read this “warning and
understand it: ______________________________ Date: ___________
Employee’s signature

Warning prepared by: ______________________________ Date: ___________
Supervisor

Vice President approval: ______________________________ Date: ___________

Original to Human Resources department