



Student Employee Corrective Action Plan

Student employees receiving this warning report are hereby put on notice of a violation of our department or Missouri Westerns rules and/or standards for employee conduct. Further violation(s) of such conduct may result in further discipline including the possible dismissal (termination) of employment.

General Student Information (to be completed by supervisor only, type information below)

Student Employee Name: _____ G#: _____

Position Title: _____ Hire Date: ____/____/____

Supervisor Name: _____

Department: _____

Type of Warning (to be completed by supervisor only)

The student will be told upon receipt of this form that the MWSU official student corrective procedures are as follows:

First Warning (Verbal)

Description: First Warning - documented. The student will be warned verbally of the infraction. The amount of verbal warnings the student receives is left to the Department's discretion.

Written attachment must include: Description of problem/issue and a plan for improvement.

Second Warning (Written)

Description: Second Warning - documented. The supervisor must discuss the problem(s)/infraction with the student and notify them that the possibility of dismissal if corrective action is not taken. The student will be given a period of time to correct behavior.

Written attachment must include: Description of problem/issue, plan for improvement, and given period of time to correct behavior. Acknowledgment of Receipt warnings below must be signed by student employee and supervisor. Supervisor must send copy of corrective action plan and attachment(s) to Student Employment Coordinator.

Request for Dismissal (Termination)

Description: If corrective is not achieved within the timeframe given, supervisor may submit a request for dismissal to Student Employment Coordinator. Student Employment Coordinator will sign and send to Director of Human Resources. Request for dismissals are not guaranteed until an e-mail has been sent to supervisor stating if request has been approved or denied. (Reference Student Employment Supervisor Manual for Gross Misconduct procedures.)

Written attachment must include: Documentation explaining how the student employee did not meet the plan for improvement within the given time frame (specific examples must be included). Proposed date of dismissal and supervisor signature.

Acknowledgement of Receipt Warnings

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your supervisor have discussed the warning and plan for improvement. Signing this form does not necessarily indicate that you (the student) agree with this warning.

Student Employee Signature: _____ Date: ____/____/____

Supervisor Signature: _____ Date: ____/____/____

STUDENT EMPLOYMENT USE ONLY

Signature of Student Employment Coordinator: _____ ____/____/____

Approved ____/____/____

Signature of Director of Human Resources: _____ ____/____/____

Denied ____/____/____