

Notice of Personnel File Documentation

Reason:

- Tardiness (more than 10 minutes late for a shift without calling in)
- Inappropriate behavior
- Excessive absenteeism
- Termination of employment
- Other

Date of Occurrence: _____ **Shift hours:** _____

Comments:

Supervisor Signature

Date

Administrative Signature

Date

I have read the above information and understand the reason for documenting my personnel file as stated. I also understand that 3 occurrences will result in termination of my employment with Heartland Community College.

Employee Signature

Date

Employee comments: