**Savannah State University**

**PERFORMANCE CORRECTION NOTICE**

**Employee Name:** **Date:**

**Department:** **Supervisor:**

**Disciplinary Level:**

[ ]  Verbal Correction

[ ]  Written Warning

[ ]  Investigatory/Administrative Leave

[ ]  Final Written Warning

**Subject:**

[ ]  Policy/Procedure Violation

[ ]  Performance Transgression

[ ]  Behavior/Conduct Infraction

[ ]  Absenteeism/Tardiness

[ ]  Other (Describe)

**Incident Description and Supporting Details:**

(Include time, place, date of occurrence, witnesses, organization impact of incident.

Attach pertinent records, documents or additional sheets as necessary.)

**Performance Improvement Plan:**

(Include measurable/tangible improvement goals, provision for training or special direction, recommendation for interim performance evaluation. Attach sheets as necessary.)

**Attendance: (Attendance and Punctuality)**

(Attach sheets as necessary)

 Prepared by

 Employee Signature

c: Employee

 Supervisor

 Personnel Files