

Savannah State University Performance Correction Notice

GENERAL INFORMATION	
Employee Name:	Title:
Department:	Supervisor / Evaluator:

Please select the appropriate area(s) below:

Disciplinary Level:

- Verbal Correction
- Written Warning
- Investigatory/Administrative Leave
- Final Written Warning
- Other (Describe)

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, special direction, or recommendation for interim performance evaluation. (Attached sheets as necessary.)

Attendance: (Attendance and Punctuality)

(Attach sheets as necessary)

Employee's Signature: _____ **Evaluator's Signature:** _____

Date: _____ **Date:** _____

cc: Employee
Supervisor
Personnel File