



WARNING/DISMISSAL FORM

Moreno Valley College
Student Employment

Complete this form if a student will no longer be working in your department (either by dismissal or voluntary separation).

An employer may dismiss and/or give a written warning to a student employee for several reasons including, but not limited to, unsatisfactory work, attendance, improper conduct (theft, physical/verbal abuse, misuse of equipment, falsification of records, and disclosure of confidential information). An employer has the right to immediately dismiss a student employee according to that department's internal policies and procedures.

If a student is given a written warning, keep the original for future reference. If a student is given a dismissal, place a copy in the student's file, provide the student with a copy of the completed form if the student is available, and forward the original to the Student Employment Office.

_____		XXX-XX-
Student Name – As printed on Social Security Card	(Please Print)	Last Four Digits of Student's Social Security Number
_____		_____
Employee ID Number		Student ID Number
_____		_____
Supervisor Name	Phone # and Extension	Hire Site/Department
_____		_____
Budget Code #1		Budget Code #2
_____		_____
Budget Code #3		Budget Code #4

WARNING(S)

1st Warning Date: _____
Reason: _____

2nd Warning Date: _____
Reason: _____

DISMISSAL/SEPARATION

- Non voluntary dismissal*
- Voluntary separation*

Last date worked: _____ Effective date: _____

The above named student has been dismissed or has voluntarily separated from their position(s) for the following reason:

Supervisor's Signature: _____ Date: _____