

**BOARD OF EDUCATION, DISTRICT 148
DOLTON, COOK COUNTY, ILLINOIS**

Name _____

Assignment _____

Location _____

DEA/DSA Memorandum of Oral Warning

This memorandum of oral warning meets obligations of contractual requirements found in Article 8 of the current Board/DEA Agreement and Article 7 of the current Board/DSA Agreement.

At all times, supervisors and employees are encouraged to communicate with one another and to resolve any problems that may arise. However, the Board and the Association recognize that from time to time, circumstances will arise which require the just dispensation of discipline. The parties agree that disciplinary action shall be for just cause. Where applicable, discipline will be performed in a progressive manner and shall first consist of an oral warning. The oral warning shall be delivered to the employee by the supervisor. The supervisor shall draft a memorandum of oral warning. A copy of such memorandum shall be served upon the employee who shall sign a copy to acknowledge receipt thereof and to further acknowledge the employee's understanding that the signed copy shall be retained by the supervisor.

Supervisor's Signature Date Employee's Signature Date

Administrator's Signature Date

The employee's signature indicates receipt of this memorandum or oral warning.