



Employee Verbal Counseling Form

Employee Name: **Abub Alual**

Date: **03-21-2018**

Department: **Sanitation**

Indicate if: Coaching/Counseling Session Verbal Reprimand

Summary of incident and/or reason for warning or counseling:

For the last 2 nights, Abub has not filled the toilet paper and paper towel dispenser as part of his nightly duties. A fellow co-worker had to stay behind and fill 13 toilet paper dispensers as Abub did not complete this task.

Summary of corrective action needed:

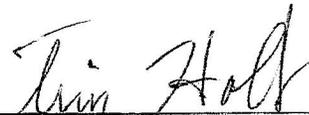
Abub must also follow all of his Lead and/or Supervisor's instructions and do the jobs that are asked of him. Not doing part of a job that is asked of him is unacceptable and could lead to further discipline. Not completely tasks assigned to him put a strain on his co-workers

This situation must be resolved immediately or further disciplinary action will take place.

It is expected that the condition noted above will be corrected immediately. In the event this condition is not corrected, or another offense occurs, you will be subject to further disciplinary action, up to and including termination.

Employee Signature  Date 3-21-18

(Your signature is intended only to acknowledge receipt of the notice; it does not imply agreement or disagreement with the notice itself.)

Manager Signature  Date 3/21/18