



Employee Verbal Counseling Form

Employee Name: **Ahmed Mohamed**

Date: **October 18, 2018**

Department: **Sanitation**

Indicate if: **Coaching/Counseling Session**

Verbal Reprimand

Summary of incident and/or reason for warning or counseling: **Ahmed has had 5 Unexcused Absences since his hire date of 5/25/18. He also has a tendency to leave early (before his shift is complete). Both of these infractions are unacceptable and need to be improved immediately.**

Summary of corrective action needed: **Ahmed must make every attempt to be at work every day. He must also refrain from leaving early. We count on Ahmed to be here daily and when he choses not to come to work or leave early, it puts a hardship on fellow co-workers. Excessive absenteeism also prohibits Ahmed from receiving future raises and disqualifies him for the quarterly bonuses.**

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 10/19/18

(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 10/19/18