



Employee Verbal Counseling Form

Employee Name: **Bishar Yusuf**

Date: **July 8, 2019**

Department: **Sanitation**

Indicate if: Coaching/Counseling Session **Verbal Reprimand**

Summary of incident and/or reason for warning or counseling: **Bishar had had 4 Unexcused Absences since his hire date of 5-17-19. This pattern is becoming excessive and cannot continue. Being absent this often causes a hardship on co-workers. It can also disqualify you from future raises and bonuses.**

Summary of corrective action needed: **Bishar must make every attempt to be at work when scheduled and also show up promptly and timely.**

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 *Bishar Yusuf* Date 7/9/19

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

Manager Signature *Tim Hall* Date 7/9/19