



### Employee Verbal Counseling Form

Employee Name: **Bryce Walters**

Date: **April 15,2019**

Department: **Grinding**

Indicate if:       Coaching/Counseling Session       Verbal Reprimand

Summary of incident and/or reason for warning or counseling: **Bryce has had 4 Unexcused Absences since his re-hire date of 1/0/2018, with one of them being a NCNS. As a condition of continued employment, regular attendance and punctuality are important to production and establishing a good work record. When others must cover for your absences, the overall workload is increase and performance and production standards are compromised.**

Summary of corrective action needed: **To avoid further discipline, Bryce must make every effort to be at work for every scheduled shift. Any further instances of NCNS will result in immediate termination.**

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 Bryce Walters Date 4-15-2019

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

Manager Signature [Signature] Date 4-15-2019