



"your workforce management & staffing experts"

Employee Verbal Counseling Form

Employee Name: **Bryce Walters**

Date: **06/28/2019**

Department: **Grinding**

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

Summary of incident and/or reason for warning or counseling: **Bryce's tardiness is becoming a serious problem. On many occasions, Bryce is late to work and does not inform us in advance.**

Summary of corrective action needed: **Bryce must make every effort to be on time for every scheduled shift. Further instances of tardiness will result in further discipline up to and including 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 *6-28-19*

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

Manager Signature *[Signature]* Date *6-28-19*