



Employee Verbal Counseling Form

Employee Name: **Cameron Reid**

Date: **June 24, 2019**

Department: **IQF**

Indicate if: Coaching/Counseling Session Verbal Reprimand

Summary of incident and/or reason for warning or counseling: **Cameron has had 6 Unexcused Absences since his hire date of 12-3-18. Being absent this much causes a hardship on co-workers. It also has an impact on future pay raises and bonuses. Cameron must understand that having 3 additional Unexcused Absences before 12-3-19 will result in the loss of his 1-year raise.**

Summary of corrective action needed: **Cameron must make every effort to be at work when scheduled.**

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 Cameron Reid Date 6-24-19

(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 6-24-2019



EMPLOYEE PERFORMANCE REVIEW

Name: Adam Janssen	Hire Date: 03/20/2019
Department: Grinding	Evaluation Period: 3 Months

Performance Evaluation	Excellent	Good	Fair	Poor	Comments
		X			
Job Knowledge		X			
Productivity		X			
Work Quality		X			
Work Consistency		X			
Cooperation		X			
Attitude		X			
Initiative		X			
Work Relations		X			
Communication Skills		X			
Dependability		X			
Adherence to Policy		X			
Punctuality		X			
Attendance			X		

Number of Unexcused Absences: 3

Eligible for Pay Raise: YES No

Current Rate:

New Rate:

Effective Pay Period:

Employee Signature: Adam Janssen

Manager Signature: [Signature]

Date Completed: 6-24-2019