



Employee Verbal Counseling Form

Employee Name: Chase Monson

Date: 6/24/20

Department: QA

Indicate if: Coaching/Counseling Session

Verbal Reprimand

Summary of incident and/or reason for warning or counseling:

I have received complaints that Chase is not available on the floor when needed or called. Chase does not cover lines/tasks during other team members breaks. Chase needs to communicate with coworkers line/check status', especially when going on break. Additionally, Chase has attendance and tardiness issues.

Summary of corrective action needed:

Chase is expected to be on the floor when not completing inspections or tasks that require the QA lab or kitchen. He is expected to complete his tasks according to company SSOPs. Chase is expected to aid coworkers in covering line checks when they need breaks, have several changeovers, and/or Sysco is running. He is to communicate if tasks need to be completed and he would like to go on break, so the lines are adequately covered. Chase will arrive at work and be prepared to start his shift at 4pm, every day.

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 Chase Monson Date 6-24-20

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