



**Employee Verbal Counseling Form**

Employee Name: Corderro Rush

Date: 08-2-17

Department: Sanitation

Indicate if:  Coaching/Counseling Session  Verbal Reprimand

Summary of incident and/or reason for warning or counseling: 1: Corderro's work in Sanitation is Unsatisfactory. He leaves items unclean and does not perform up to company standards.

2: Corderro had had 4 Unexcused Absences since his hire date. His attendance is on the verge of being unacceptable.

Summary of corrective action needed: Corderro must make every effort to ensure that his work is complete and done thoroughly and is up to company's standards. No short-cuts can be taken to get done quicker. It is also expected that Corderro make every effort to show up for work when scheduled. Excessive absences put a hard-ship on the rest of the team. Corderro's performance will be evaluated on a daily basis and if no improvement is made, he will be removed from the Sanitation department and moved back to the 2<sup>nd</sup> shift.

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 Corderro Rush Date 8/4/2017

(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 Holt Date 8/4/17