



Employee Verbal Counseling Form

Employee Name: Cynthia Maldonado

Date: 12/12/17

Department: Rotary

Place of incident: Reichel Plant

Indicate if: Coaching/Counseling Session Verbal Reprimand

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

Barlin and Cynthia were arguing until the supervisor came over to them and told them where to go on the line. After a little while later Barlin was standing next to the machine and Cynthia approached and ~~tap~~ ^{waved her hand at} Barlin to get her attention. After viewing the camera Cynthia did not make contact with Barlin but waved her arm to get Barlin's attention. After this occurred Barlin and Cynthia got into another argument. They both engaged in the argument which got the attention of two other employees who tried to diffuse the situation. This caused disruption in the workplace and took all four employees away from their job duties. At no point did either party get a supervisor involved.

Summary of corrective action needed:

Cynthia has been made aware of her job expectations and in the future she will not engage in an argument but will talk to a supervisor and let the supervisor handle the situation.

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 Date 12/15/17

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

Manager Signature Date 12/15/17