



Employee Verbal Counseling Form

Employee Name: **DeJon Tyson**

Date: **08-30-17**

Indicate if: Coaching/Counseling Session Verbal Reprimand

Summary of incident and/or reason for warning or counseling: **DeJon has missed 3 days of work since his hire date of 07-13-17. This pattern is becoming excessive and cannot continue.**

Summary of corrective action needed: **DeJon must make every effort to be at work when scheduled. Calling in sick this often puts a hardship on fellow co-workers. If absenteeism continues, DeJon will be taken off of the Grinding schedule and placed in the Packout area.**

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 x  Date 8/30/17

(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 _____