



**Employee Verbal Counseling Form**

Employee Name: **James Miller**

Date: **02-21-18**

Department: **Dimension**

Indicate if:       Coaching/Counseling Session                       Verbal Reprimand

Summary of incident and/or reason for warning or counseling: **James is not following the company specified break schedule. He is taking extended breaks without permission and not returning to work when asked by his Lead. Taking extended breaks is a form of insubordination and cannot be tolerated.**

**James is also being defiant and not following instructions when he is asked to do certain parts of his job.**

Summary of corrective action needed: **James must follow Branding Iron's break schedule and adhere to the specified break timeframe of 2-20 minute breaks. He must be back on the floor promptly when his breaks have ended.**

**James must also follow all of his Lead's instructions and do the jobs that are asked of him. Not doing part of a job that is asked of him is unacceptable and could lead to further discipline.**

**Both of these situations must be resolved immediately or further disciplinary action will take place.**

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 James Miller Date 2/21/18

(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 2-21-18