



Employee Verbal Counseling Form

Employee Name: **LaRonn Powell**

Date: **July 15, 2020**

Department: **IQF**

Indicate if: **Coaching/Counseling Session** **Verbal Reprimand**

Summary of incident and/or reason for warning or counseling: **Your continued tardiness is considered unacceptable. We strive to create a workplace that is fair to all employees. When you are constantly late for work, you are in violation of the standards we expect for our employees. You are also creating a workplace that is unfair to your co-workers. We set scheduled times for your work so we can meet our production needs. When you fail to arrive on time, it causes our standards to slip and hinders our production schedule.**

Summary of corrective action needed: **We expect you to make an immediate correction to your tardiness.**

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 7/16/20

(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 7/16/20