



**Employee Verbal Counseling Form**

Employee Name: **Odol Oman**

Date: **March 6, 2019**

Department: **Sanitation**

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

Summary of incident and/or reason for warning or counseling: **This is just a reminder that you have missed 4 days of work since your hire date of 5-30-18. Too many unexcused absences could result in loss of future raises and also could make you ineligible for the quarterly bonuses.**

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 *Odol Oman* Date 3-7-19

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

Manager Signature *Kim Adell* Date 3/7/19