



**Employee Verbal Counseling Form**

Employee Name: **Paul Smith**

Date: **May 13, 2019**

Department: **Sanitation**

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

Summary of incident and/or reason for warning or counseling: **This is a verbal warning to bring your Unexcused Absences to your attention. Since your hire date of 4/11/19, you have missed 4 shifts. This is becoming excessive and cannot continue. This is also a reminder that you will not be eligible for future raises and bonuses if your attendance does not improve. As is stands now, you have been disqualified for the 3<sup>rd</sup> Quarterly Bonus and if you have any further unexcused absences before 10/11/19, you will not be eligible for a pay raise. We expect to see an immediate improvement in your attendance.**

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 Paul Smith Date 5-14-19

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

Manager Signature Tim Holt Date 5/14/19