



Employee Verbal Counseling Form

Employee Name: **Raul Zavala**

Date: **09/07/2017**

Indicate if: Coaching/Counseling Session Verbal Reprimand

Summary of incident and/or reason for warning or counseling: **Raul has been observed taking excessively long breaks.**

Summary of corrective action needed: **Raul needs to adhere to the break schedule of 2-20 minute breaks.**

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 Will not Sign Date 9-7-17

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

Manager Signature W. Allen Date 9-7-17