



Employee Verbal Counseling Form

Employee Name: **Robert Comer**

Date: **08/22/2019**

Department: **IQF**

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

Summary of incident and/or reason for warning or counseling: **Robert is consistently not on the floor at his scheduled time of 3:20pm. He spends too much time in the locker room and therefore misses the daily exercises and is late for the start of his shift.**

Summary of corrective action needed: **Robert must find a way to get to work early enough to take care of his personal business, so he is on-time for exercises and on-time for the start of his shift. Any form of tardiness is unacceptable and will not be tolerated.**

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 Robert Comer Date 8-22-19

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

Manager Signature [Signature] Date 8-22-19