



### Employee Verbal Counseling Form

Employee Name: **Ronevan Gonzaga**

Date: **January 30, 2019**

Manager: **Mark Reinarts**

Indicate if:  Coaching/Counseling Session

Verbal Reprimand

Summary of incident and/or reason for warning or counseling: **Ronevan has had 4 Unexcused Absences since his hire date of 10-2-18. As a reminder, punctuality and regular attendance are important to productivity and establishing a good work record. When others must cover for your absences, the overall workload is increased and performance and production standards are compromised.**

Summary of corrective action needed: **To avoid further discipline, Ronevan must make every effort to be at work for every scheduled shift.**

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 Ronevan Gonzaga Date 2/1/2019

(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 2-1-2019

Attendance Record- Ronevan Gonzaga

01/29/2019	01/29/2019	Other Used 2 of 5 NPTO Days- Family Emergency	No	8.00
01/08/2019	01/10/2019	Sick Called in sick- Brought in doctor's note	Yes	24.00
01/07/2019	01/07/2019	Sick Used 1 of 5 NPTO Days-Called in sick	No	8.00
11/12/2018	11/12/2018	Other Used 2 of 2 NPTO Days- Was going to be late & didn't make it in	No	8.00
10/17/2018	10/17/2018	Sick Used 1 of 2 NPTO Days- Called in sick	No	8.00

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