CMG
CORPORATE MANAGEMENT GROUP
"your workforce management & staffing experts"

Employee Verbal Counseling Form

Employee Name: Ruun Ojulu

Date: October 29, 2018

Department: Flow Wrap

Indicate if: ☒ Coaching/Counseling Session ☒ Verbal Reprimand

Summary of incident and/or reason for warning or counseling: **Ruun is clocking back in before her break time has ended and then sitting back down and finishing her break. This is considered theft of time and is not permitted.**

Summary of corrective action needed: **Ruun must take at least a 20 minute un-paid break; in which she stays clocked-out for the entire length of her break. She must also adhere to the break schedule and not leave the line for extra 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 Ruun Ojulu Date 10-30-18

(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 10-30-18