



"your workforce management & staffing experts"

Employee Verbal Counseling Form

Employee Name: **Ryan Meyer**

Date: **May 13, 2019**

Department: **Shipping and Receiving**

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

Summary of incident and/or reason for warning or counseling: **On Saturday, May 11, 2019, Ryan inadvertently broke off the sprinkler head by hitting it with a load of pallets. By Ryan not being aware of his surroundings, this incident caused damage to the sprinkler head as well as a monetary loss to the company.**

Summary of corrective action needed: **Ryan must pay more attention to what is going on around him when working with equipment/machinery to prevent damage as well as bodily harm or injury to himself as well as others in the area. Ryan must also take his time and work at the appropriate speed when operating equipment.**

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 *Ryan Meyer* Date *5-13-19*

(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 *5-13-19*