



Employee Verbal Counseling Form

Employee Name: **Spencer Moon**

Date: **July 3, 2018**

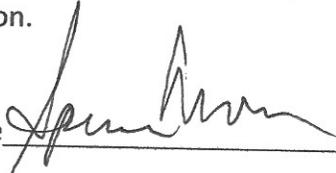
Supervisor: **Nick Rausch**

Indicate if: Coaching/Counseling Session Verbal Reprimand

Summary of incident and/or reason for warning or counseling: **Spencer has been tardy 10 times since his re-hire date of 3-23-18. Spencer also tends to leave the line early and clock out before his shift has ended.**

Summary of corrective action needed: **Spencer must make every effort to make it to work on time every day. He must also stay and complete his full shift. Clocking in late and out early is not acceptable and this behavior cannot continue.**

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  Date 7/17/2018

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

Manager Signature  Date 7/17/18