



Employee Verbal Counseling Form

Employee Name: Vincent Thompson

Date: May 16, 2017

Department: IQF

Indicate if:

Coaching/Counseling Session

Verbal Reprimand

Summary of incident and/or reason for warning or counseling: Vincent tried calling in to work due to the rain outside. He was told that if he missed the bus he could catch the next one and be late for his shift. He said he would keep us informed and he never showed up for work.

Summary of corrective action needed: Vincent must make every effort to show up for work every day in a timely manner. He has had 2 unexcused absences this week. This attendance pattern is not acceptable.

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

5-17-17

(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

5/16/17