



Employee Verbal Counseling Form

Employee Name: **Wayne Hall**

Date: **January 22, 2021**

Department: **Grinding**

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

Summary of incident and/or reason for warning or counseling:

- 1) **Wayne continues to be tardy on a daily basis. Repeated tardiness, even just a few minutes, can cause a ripple effect throughout the entire production department. Punctuality is important to productivity and establishing a good work record.**

- 2) **On more than one occasion, Wayne has forgotten to clock in. It is your responsibility as an employee to clock in when you start work. If you forget to do so, you must notify your supervisor as soon as possible so your time can be properly recorded.**

Summary of corrective action needed:

It is expected that you to be on time for every shift and to clock in properly.

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 Wayne Hall Date 1/22/21

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

Manager Signature Nina Rausch Date 1/22/21