

EMPLOYEE COUNSELING FORM



Employee Name _____

Date of Notice _____ Date of Violation _____

NATURE OF VIOLATION

- Poor Performance
- Absence/Tardiness
- Violation of Company Policy
- Other _____
- Insubordination
- Falsification of Documents/Records
- Harassment

ACTION TAKEN

- Verbal Warning
- Written Warning
- Other _____
- Suspension
- Termination

SUMMARY OF VIOLATION

(Attach any additional documentation)

SUMMARY OF CORRECTIVE PLAN OF ACTION

(Attach any additional documentation)

Follow up date(s) _____

Employee Signature _____ Date _____

Supervisor/Manager Signature _____ Date _____

Human Resources Received _____ Date _____

The University reserves the right to begin the performance improvement process at any level. Under appropriate circumstances, suspension may be immediate. The form of discipline depends on the circumstances, including performance, attendance, and behavior issues.

The employee signature is intended only to acknowledge receipt of the notice; it does not imply agreement or disagreement with the notice itself. If the employee refuses to sign, the supervisor/manager will be asked to initial the form indicating that the employee received a copy of the form.