

Acrobat

outsourcing
Your Hospitality Staffing Professionals
Corrective Counseling Form

Employee's Name:	Jonathan Sommerfeld	Date of Hire:	1/14/2019
Job Title:	Porter	Office/Dept.:	Tuckshop
Manager's Name/ Others Present	Jaime Barnhart	Today's Date:	2/27/2019

REASON FOR COUNSELING: (Manager's Instructions): Describe the performance problem(s), policy violation(s), and/or inappropriate conduct that make this counseling necessary. Provide specific examples of the problem(s), including times, dates and places. Cite any previous discussions or counselings that management may have had with the employee about the same or similar problem(s). Continue on back of this page or attach additional sheets, if needed.

Reasons are as follows:

- Leaving early with not adequate enough notice

ACTION PLAN - REQUIRED CHANGES: Describe the specific performance and/or job-related behaviors that must change. Describe what the employee must do, and if appropriate, what the organization or manager will do to help achieve the desired level of performance. If appropriate, indicate a specific timeframe in which performance must improve.

- For any and all shift change/PTO/Unpaid time off requests, they must be made at least 2 weeks prior, we are asking for no more last minute attendance issues

CONSEQUENCES:

This is a Written Warning. Failure to correct the problem(s) described above may result in further disciplinary action, up to and including termination of employment at any time.

MANAGER'S SIGNATURE:

Discussed with employee by:


(Employee's Supervisor)

onsite Supervisor
(Title)

2/27/19
(Date)

WITNESS'S SIGNATURE (if applicable)

(Name)

(Title)

(Date)

EMPLOYEE ACKNOWLEDGMENT:

By signing below, I acknowledge that I have received and understand this counseling. I understand what the expectations are for improvement and that my continued employment may be in jeopardy if I fail to correct the problems described above. I understand I may respond in writing to this counseling and that my response will be placed in my personnel file. Finally, I understand that I may discuss this counseling with a higher level of management, if I wish, without fear of retaliation.

(Employee's Signature)¹

(Date)

2/27/19

EMPLOYEE'S COMMENTS (continue on back of page or attach additional sheets, if necessary):

¹ **Manager's Note:** If employee declines to sign, write "Employee Declined To Sign" on signature line. If practical, have another manager present who can sign this form as witness that counseling discussion did occur. Give a copy of completed form to employee, whether he/she signed it or not.

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