

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals  
Corrective Counseling Form

Employee's Name:	Javari Harper	Date of Hire:	7/30/2018
Job Title:	Porter	Office/Dept.:	Tuckshop
Manager's Name/ Others Present	Jaime Barnhart	Today's Date:	05/20/2019

**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:

Last minute call outs listed below:

1. 1/28/2019
2. 3/4/2019
3. 5/17/2019

PTO/Unpaid Time off requests often on Fridays.

**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.

In the future be proactive in calling out with notice, and with pto or time off requests please keep in mind even with 2 weeks notice they may not be approved due to potential other employees asking for the same day off

**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: Jaime B onsite supervisor 5/20/19  
(Employee's Supervisor) (Title) (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) [Signature] (Date) 5-20-19

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

<sup>1</sup> **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.