



EMPLOYEE COUNSELING SUMMARY (PROGRESSIVE DISCIPLINE)

The attached Employee Counseling Summary provides opportunities for employees to correct unacceptable performance (if the violation(s) do not warrant immediate termination). Additionally, it provides the supervisor and/or department head with a mechanism for correcting or terminating an employee who appears unable or unwilling to comply with designated policies and procedures and/or lacks the ability to satisfactorily perform his/her job.

Any time a supervisor/department head feels it is necessary to begin and/or continue progressive discipline with an employee, that supervisor is to contact the Director of Human Resources. The Human Resources Director will assist the supervisor in maintaining objectivity, fairness, and consistency with the discipline procedure.

The Employee Counseling Summary will remain in the employee's personnel file indefinitely. However, it will be part of the progression of discipline for one (1) year from date of occurrence.



EMPLOYEE COUNSELING SUMMARY (PROGRESSIVE DISCIPLINE)

EMPLOYEE: _____

JOB TITLE: _____

ASSIGNED DEPARTMENT: _____

Identify the area(s) where poor performance is reflected by placing a check mark beside the appropriate job performance factor(s):

- | | |
|--------------------------|-------------------------|
| _____ adaptability | _____ knowledge of work |
| _____ attitude | _____ punctuality |
| _____ cooperation | _____ quality of work |
| _____ cost effectiveness | _____ quantity of work |
| _____ initiative | _____ responsibility |
| _____ Judgment | _____ timeliness |
| | _____ other (specify) |
| | _____ |

DATE OF CURRENT VIOLATION: _____

DATE(S) OF PREVIOUS VIOLATION(S): _____

THIS COUNSELING SUMMARY REPRESENTS (CIRCLE ONE):

- | | |
|------------------------------|----------------|
| A. Documented Verbal Warning | D. Suspension |
| B. Written Warning I | E. Termination |
| C. Written Warning II | |

If suspension, from _____ to _____

If termination, effective date: _____

DETAILS REGARDING THIS COUNSELING SUMMARY: _____

_____ (use reverse side if needed)

EMPLOYEE COMMENTS: _____

_____ (use reverse side if needed)

This is to acknowledge that I have received the above information:

Employee Signature

Date

This is to acknowledge that I have presented the above information to employee indicated above:

Supervisors Signature

Date (5/95) HR 11/A