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| **Employee Incident Report** | | | | | | |
| **Date:** | January 29, 2016 | |  |  | |  |
| **Employee** |  | |  | **Manager** | |  |
| Name | Alicia Tuma | |  | Name | | Marta Marrero |
| title/position | Allied Health Instructor | |  | Title/position | | Faculty Director |
| **Incident** |  | |  |  | |  |
| Date | January 27, 2016 | | | | | |
| Time |  | | | | | |
| Location |  | | | | | |
| **Description of incident** | | | | | | |
| Yesterday I received a phone call from student concerning the performance of Mrs. Tuma. The | | | | | | |
| main concern was her poor performance as Instructor and the fact that she is not learning. | | | | | | |
| Due to this complaint, I decided to conduct a classroom observation. I observed the class for the | | | | | | |
| First time half of the class and the instructor performance was correct, following the proper | | | | | | |
| Sequence. The following morning two students from the class let me know that the instructor | | | | | | |
| changed the way she was conducting the class as soon as I left the room returning to the anterior | | | | | | |
| poor performance I will conduct a survey. | | | | | | |
| **Employee explanation** | | | | | | |
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| **Witnesses** | | | | | | |
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| **Action to be taken** | | | | | | |
| Verbal warning | | Probation | | | Dismissal | |
| Written warning | | Suspension | | | Other | |
| **By signing this document, you acknowledge that you have read and understood the information contained herein** | | | | | | |
|  | | |  |  | | |
| Employee | | |  | Manager | | |
|  | | |  |  | | |
| Date | | |  | Date | | |