

## Employee Counseling and/or Separation Report

EMPLOYEE NAME (Last, First, M.I.)		EMPLOYEE ID NUMBER	LOCATION																				
VIOLATION DATE	SHIFT (Include times if possible)																						
COUNSELED DATE	SEPARATION DATE, LAST DAY WORKED (IF APPLICABLE)	MANAGER'S NAME - Please Print																					
PLACE X IN APPROPRIATE BOX / BOXES <b>Action Taken:</b> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div><input type="checkbox"/> Verbal Warning</div> <div><input type="checkbox"/> Written Warning</div> <div><input type="checkbox"/> Involuntary Termination</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div><input type="checkbox"/> Suspension</div> <div><input type="checkbox"/> Voluntary Separation</div> </div>																							
PLACE X IN APPROPRIATE BOX / BOXES. (Check all that apply) <b>Warning Reason:</b> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 30%; border: 1px solid black; height: 20px;"></td> <td style="width: 30%;">Attendance</td> <td style="width: 30%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%;">Failure to Control Company Funds or Inventory</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td>Insubordination</td> <td style="border: 1px solid black; height: 20px;"></td> <td>Failure to Follow Work Procedures</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td>Instructional Issues</td> <td style="border: 1px solid black; height: 20px;"></td> <td>Other - Explain Below</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td>Uncooperative Attitude/Behavior</td> <td></td> <td></td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td>Violation of Company Rules/Policies</td> <td></td> <td></td> </tr> </table>					Attendance		Failure to Control Company Funds or Inventory		Insubordination		Failure to Follow Work Procedures		Instructional Issues		Other - Explain Below		Uncooperative Attitude/Behavior				Violation of Company Rules/Policies		
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<b>Remarks</b> (Describe in detail the facts or events of the violation, and time(s) of incident(s), which require corrective action. Use the back of this form if needed.) <b>Re: Violation</b> <div style="height: 100px; border: 1px solid black; margin-top: 5px;"></div>																							
<b>Failure to Improve:</b> State disciplinary action which will be taken if there is no improvement. <div style="height: 60px; border: 1px solid black; margin-top: 5px;"></div>																							
<b>PREVIOUS WARNING: Has the employee been previously counseled/disciplined?</b> YES No If Yes, check one of the boxes below and list the date(s) of the warnings <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 15%; border: 1px solid black; height: 20px;"></td> <td style="width: 35%;">Verbal Warning(s)</td> <td style="width: 50%;">Dates: _____</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td>Written Warning(s)</td> <td>Dates: _____</td> </tr> </table>					Verbal Warning(s)	Dates: _____		Written Warning(s)	Dates: _____														
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	Written Warning(s)	Dates: _____																					
<b>Employee Remarks:</b> (In case of resignation ask employee to state effective date and reason for resignation in this section.) <div style="height: 80px; border: 1px solid black; margin-top: 5px;"></div>																							
<b>I have reviewed this document and discussed the contents with my supervisor. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with this evaluation.</b>																							
EMPLOYEE'S SIGNATURE		DATE																					
MANAGER'S SIGNATURE AND TITLE		DATE																					

DISTRIBUTION: PLACE IN EMPLOYEE'S PERSONNEL FILE