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| **COACHING – COUNSELING – DISCIPLINARY NOTICE**  **Security Professionals/Service Employees** | | | | | | | | |
| Employee Name: | **Phillip Johnson** | | | | | Employee ID | **828876** | |
| Position Title | **Security Professional** | | | | Branch/Dept.: |  | | |
| Client Site | **VCOM** | | | | Supervisor: | **Capt. Brandon Rowe** | | |
| Union?  **y**es no Union Name/Local: Union Name/Local  Currently In Probationary Period OR Past Union Probationary Period | | | | | | | | |
| 1. Work History **- Prior coaching/counseling/training provided or disciplinary action taken** | | | | | | | | |
| **Type of Action(s)** | | | **Date(s)**  **Given** | **Issued By:** | **Description / Reason** | | | |
| Coaching/Counseling/Training | | |  | Issued by: | **Description / Reason1** | | | |
| Verbal Warning | | | **2/18/2019** | **Capt. Rowe** | **Maintain Professional Relationship** | | | |
| Written Warning | | | Date Given | Issued by: | **Description / Reason11** | | | |
| Final Warning / Suspension | | | Date Given | Issued by | **1 Description / Reason1** | | | |

1. **Current Situation - Infraction/Performance Issue(s) – List as applicable – use additional pages if needed**

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| Work rule violation: | **Leaving semi-anonymous gifts for a VCOM faculty member.** |
| Performance: |  |
| Attendance: | **Attendance** |
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1. **FACTS – Details of the Incident/Situation – WHO, WHAT, WHERE, WHEN, HOW – use additional pages if needed**

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| **On 2-14-19 at approximately 05:55 AM, Lt. Johnson was observed carrying a Valentine’s day basket of candy and card from his vehicle to the reception desk of VCOM. The gift was left semi-anonymously with the card reading from “PBJ”. The faculty member approached the facility’s director and client contact, Monk Monaghan, because she was left an anonymous gift that was not from her husband. After review of the cameras and applying the initials left on the card, the gift was confirmed to be from Lt. Johnson.** |

1. EXPECTATION – **Details of the future behavior we expect from you – use additional pages if needed**

***NOTE: Failure to correct the behavior/performance above may result in further discipline, up to and including termination of employment***

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| **Officer is expected to maintain professional behavior, conduct and contact with all faculty, staff, students and visitors of VCOM.** |

1. **CONSEQUENCES - Next Steps, Follow Up, and Consequences – use additional pages if needed**

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1. **DOCUMENTATION OF CORRECTIVE ACTION Effective Date:**

Verbal Warning

Written Warning

Final Written Warning Suspension

\*Termination

Dates of Suspension: Dates of SusupenstionDa Effective: 2-18-19 (date)

Unpaid  Paid

\* Unpaid disciplinary suspensions of greater than one day require review with Regional HR Manager or Director in advance

1. **ACKNOWLEDGEMENT:**

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| --- | --- | --- | --- | --- |
| Employee Signature: Phillip Johnson | | | | Date Signed: 2-18-19 |
| Agreed  Disagreed | Employee Comments: |  | | |
|  | | |
|  | Supervisor’s Name Date Signed | | | |
| Supervisor’s Signature:  Brandon Rowe | | | Supervisor’s Name Printed  Brandon Rowe | Date Signed  10-16-18 |
| Witness Signature (if applicable) | | | Witness Name Printed | Date Witnessed |

I acknowledge that this Coaching-Counseling-Disciplinary Notice has been reviewed with me. By signing below I acknowledge a copy has been given to me, and that a copy will be placed in my personnel file. ***I understand that signing this document does not constitute agreement and I may provide a rebuttal statement which will also be placed in my personnel file.***

Original Personnel File Copy – Employee Copy – Supervisor rev 8/1617