

**EMPLOYEE COUNSELING NOTICE**



Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Location: \_\_\_\_\_  
Date of Hire \_\_\_\_\_ Supervisor: \_\_\_\_\_

Verbal Warning       Written Warning      Previous Warning(s): Date(s) \_\_\_\_\_

Subject of Previous Warning(s) \_\_\_\_\_

Final Notice\*\*       Administrative Leave\*       Suspension\*

From \_\_\_\_\_ To \_\_\_\_\_      From \_\_\_\_\_ To \_\_\_\_\_

Termination\*      \* Consult with ACC Human Resources Dept before placing employee on leave or suspension or terminating

**Reason for Counseling**

- Excessive Absenteeism
- Tardiness/Excessive Early Out
- Leaving work w/o permission
- Poor Work Performance
- Poor Conduct
- Using Abusive/Foul Language
- Insubordination
- Policy Violation
- Safety Violation
- Damage to property/equipment
- Other

**Description of Situation:** \_\_\_\_\_

**Impact of Employee's Actions:** \_\_\_\_\_

**Corrective Action:** (What will the supervisor and employee do to help improve or correct the situation?)

**Training or Assistance to be provided:** \_\_\_\_\_

**Follow Up Date:** \_\_\_\_\_

**Employee Comments:** \_\_\_\_\_

I have received, read and understand the above. I understand and agree that failure to improve or adhere to Archdiocese policies, procedures and standards will result in disciplinary action up to and including termination.

\*\* FINAL WARNING ONLY: I understand this is a FINAL warning notice and agree that failure to improve as outlined above will result in my immediate termination.

\_\_\_\_\_  
Employee Signature      Print Name      Date

\_\_\_\_\_  
Supervisor Signature      Print Name      Date

\_\_\_\_\_  
Witness Signature      Print Name      Date