



VERBAL COUNSELING FORM

EMPLOYEE NAME

ADMINISTRATOR/SUPERVISOR NAME

DATE

- Counseling for employee behavior or situations that do not appear on this list must be referred to the Associate Director of Human Resources.
- Provide a copy of the completed and signed document to the employee for his/her records.
- Keep the original for the supervisor's records.
- Send Human Resources a copy of this form and any attached sheets (if space on form is not sufficient).
- This form will not be placed in the employee's personnel file.

Upon employment with the district, you were provided a copy of Board Policy 4055 containing the Support Employee Rules and Regulations. It is necessary to counsel you regarding the following rule(s) (as marked below):

- Unexcused failure to be at workstation at starting time.
- Leaving work station without authorization prior to lunch periods or end of work day.
- Excessive unexcused absenteeism.
- Chronic absenteeism for any reason.
- Chronic tardiness.
- Wasting time or loitering during working hours.
- Leaving work area during work hours, without permission, for any reason.
- Removing district property or records from district premises without proper authority.
- Willful abuse, misuse, defacing or destruction of district property, including tools, equipment or property of other employees.
- Sabotage.
- Distracting the attention of others.
- Refusal or repeated or intentional failure to follow instructions of supervisor or administrator.
- Refusal or failure to do work assignments.
- Unauthorized operation or improper use of machines, tools or equipment.
- The making or publishing of false, vicious or malicious statements concerning any student, patron, employee or supervisor, or other injurious false statements.
- Creating a disturbance on school premises.
- Creating or contributing to unsanitary or unsafe conditions.
- Practical jokes injurious to school district property or to other employees, supervisors or any other person on district property or at district-sponsored activities.
- Disregard of known safety rules or common safety practices.
- Unsafe operation of motor-driven vehicle.
- Operation machines or equipment without using the safety devices provided
- Gambling, lottery or any other game of chance on school district property.
- Unauthorized distribution of literature, written or printed matter of any description on school district property.
- Posting or removing notices, signs or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.
- Poor workmanship.
- Immoral conduct or indecency including abusive and/or foul language.
- Excessive personal calls during working hours, except for emergencies.

(Continued.) Upon employment with the district, you were provided a copy of Board Poly 4055 containing the Support Employee Rules and Regulations. It is necessary to counsel you regarding the following rule(s) (as marked below):

- Smoking on district property or in a district vehicle.
 - Abuse of “breaks” (rest periods) or meal period policies.
 - Insubordination of any kind.
 - Misuse or abuse of district-granted leave.
 - Disclosure of confidential information.
- Unprofessional or unethical behavior or actions harmful to the district or workplace or harmful to working relationships with coworkers, supervisors, administrators, students, patrons, vendors or others.

Specifics of incident(s) – attach additional sheet(s), if necessary:

Behavior required for compliance – attach additional sheet(s), if necessary:

Additional sheet(s) attached: Yes No

Administrator/Supervisor Signature

Date

The above information was communicated to me. I fully understand the counseling and that immediate and sustained compliance is required. I also understand that any future violation of Board policy could result in disciplinary action up to and including suspension, demotion, or termination. This document will not be placed in my personnel file.

Employee Signature

Date