



VERBAL COUNSELING

EMPLOYEE:

SUPERVISOR:

OCCURRENCE DATE:

METHOD:

POTENTIAL DISCIPLINARY ACTION TYPE:

POTENTIAL DISCIPLINARY CAUSE TYPE:

1. FACTS:

[EXPLAIN THE FACTS EVIDENCING UNSATISFACTORY PERFORMANCE AND/OR CONDUCT]

2. RULE VIOLATED:

[NOTE APPLICABLE CBA, BP, AR, POLICY, ETC.]

3. IMPACT TO THE DISTRICT:

[EXPLAIN HOW THIS UNSATISFACTORY PERFORMANCE AND/OR CONDUCT NEGATIVELY IMPACTS STUDENT SUCCESS, COLLEAGUES, DEPARTMENT, AND/OR DISTRICT]

4. SUGGESTIONS, ASSISTANCE, GUIDANCE AND/OR DIRECTIVE GIVEN:

DOCUMENTATION PURPOSES ONLY AND NEVER TO BE PROVIDED TO AN EMPLOYEE