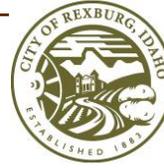


# Coaching/Counseling Form



CITY OF  
**REXBURG**  
America's Family Community

Name:

Dept:

Date:

Date of occurrence:

Time:

Location:

## ACTION TAKEN:

- Coaching                       Verbal warning                       Written warning  
 Suspension \_\_\_\_\_ day(s)     Termination                       Other:

(Depending on the nature of the offense, City of Rexburg reserves the right to skip any steps at its discretion.)

## DESCRIPTION OF ISSUE:

- Absenteeism                       Conduct                       Safety violation  
 Policy and/or procedure violation     Unsatisfactory job performance     Other:

## EXPLANATION:

## GOALS/CORRECTIVE BEHAVIOR:

Should your record continue to be unacceptable in the above area(s), the City of Rexburg will find it necessary to take the following disciplinary action (or more depending on the situation):

- Written warning                       Suspension \_\_\_\_\_ day(s)  
 Termination                       Other:

## EMPLOYEE COMMENTS:

You are formally being warned to bring to your attention the severity of this situation. Failure to correct this behavior and/or further violation of policy will result in additional disciplinary action up to and including discharge. By signing below you acknowledge that you have received this notice.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Manager: \_\_\_\_\_ Date: \_\_\_\_\_