

Employee Performance Coaching / Documentation Report

Employee's Full Name	<input type="text"/>	Position / Title	<input type="text"/>
Employee Number	<input type="text"/>	Department	<input type="text"/>
Location	<input type="text"/>	Date	<input type="text"/>

Type of Infraction

- Document Only (Employee Signature Not Required)
- First Written Warning
- Second Written Warning
- Final Written Warning (HR Involved)
- Suspension - Pending Investigation (HR Involved)
- Termination (HR Involved)
- Other (HR Involved)

Reason(s) for Infraction (as outlined in the Employee Resource Guide (ERG)):

- | | |
|---|---|
| <input type="checkbox"/> Unexcused Absences
Dates <input type="text"/> | <input type="checkbox"/> Tardiness
Dates, Scheduled Times, Actual Times <input type="text"/> |
|---|---|
- Careless Destruction Of / Damage To Company or Private Property
 - Conflict of Interest or Inappropriate Disclosure of Company Information
 - Violation of Hostile Work Environment / Harassment Policies
 - Violating Ethics Policy
 - Failure to Immediately Report a Work Related Accident or Injury To Your Supervisor
 - Failed Drug or Alcohol Test
 - Fighting / Horseplay on Company Property
 - Fraudulent Use of Ski Pass
 - Violation of Discrimination Policies
 - Insubordination To A Manager/ Supervisor's Legitimate Request
 - Violation of Company / Department / Property Grooming Policies
 - Leaving Work Area Without Permission
 - Misappropriation or Theft of Company Property or Private Property
 - Unsafe Operation of Company Equipment
 - Violation of Driving Company Vehicle Policy
 - Violation of Skiing/Riding Safety Rules
 - Possession of a Weapon On Company Property
 - Reporting To Work Under The Influence of Drugs or Alcohol (HR must be involved in all cases)
 - Substandard / Unsatisfactory Work Performance
 - Violation of Electronic Equipment / Internet Policy
 - Violation of Safety / Sanitation or Environmental Guidelines
 - Other (Reference ERG)

Date of Occurrence **Time** **Location**

Sequence of Events (Who, What, Where, When) - (Attach additional sheets if necessary)

Expectations Going Forward / Goals / Corrective Behavior - (Attach additional sheets if necessary)

Consequences of Future Violations

- Any further incident or violation of company policies may result in further disciplinary action, up to and including termination
- Not Applicable - Termination

Employee Comments (If additional space required, attach separate sheets to form.)

- You are formally being warned, to bring to your attention, the seriousness of this situation. Failure to correct this behavior and/or further violation of company policy will result in additional disciplinary action, up to and including termination. By signing below, you acknowledge that you have received this notice and have been given the opportunity to discuss this documentation with your Supervisor/Manager.
- By signing below, you acknowledge that your employment is ending, effective immediately and you have received your final paycheck or arrangements have been made to receive it within 6 hours of the Payroll Department's starting hours of operation.

Employee Signature (Original Signature Required)		Date	
Supervisor Signature (Original Signature Required)		Date	
Witness Signature (If Applicable)		Date	
Human Resources Signature (Required for any documented actions)		Date	