



COUNSELING REPORT

The employment-at-will doctrine is the law of Texas, under which an employer has no duty to an employee regarding continuation of employment. *Jones v. Legal Copy Inc.*, 846 S.W.2d 922 (Tex. App.—Houston [1st Dist.] 1993) – Grayson College Policies and Procedures, DDC Legal. This document and/or any attachments do not create or imply the creation or alteration of an employee contract.

Do not use this form for gross misconduct. With gross misconduct no prior warning is required, because the act of misconduct that was the final incident was so bad, i.e., "gross misconduct" or misconduct per se, that no reasonable employee could have expected anything other than discharge as a result of whatever they did. (*Texas Workforce Commission*) Immediately place the employee in a leave status and notify the Human Resources Department and the College President. **In the event of gross misconduct please see *The Guidelines for Discipline and Termination*.**

INSTRUCTIONS

1. A warning notice should be issued as soon as possible after a performance/conduct/attendance issue or a policy violation has occurred.
2. Be as specific as possible when completing this form. Include all dates, times and names when appropriate.
3. Have the employee sign this form in the presence of a witness. If the employee refuses to sign have a witness complete section B.

SECTION A

I. General Information

Employee: _____ Department: _____
Date: _____ Supervisor: _____

II. Incident(s)

- A. Date of Incident: _____
- B. Incident (Specify the performance/conduct/attendance problem): _____

III. Has the employee been previously warned? Yes No

IV. Discipline Level

- Step 1: Verbal Warning (Employee signature NOT required) Step 3: Termination
 Step 2: Performance Improvement Plan and Written Warning

V. Changes Necessary:

- A. Expectation (Specify the changes that need to be made or skill needed to acquire): _____

B. Time span for changes:

1. From (date): _____ To (date): _____

2. Date and time of follow-up interview: _____

VI. Action/Goals

A. Specific task for correction: _____

VII. Employee Response

- A. I have been advised of my rights under policy DGBA (Local). Yes No
- B. I understand and agree the discussion is accurate and fair: Yes No
- C. I agree with the time frame for changes and commit myself to the change effort: Yes No
- D. I understand that if improvements are not made that it can result in my termination: Yes No
- E. I disagree with the content of this Counseling Report. Yes No

VIII. Employee Comments: _____

To the employee: Your signature does not necessarily indicate agreement with the content. It indicates that you have been shown this document and have had the opportunity to comment.

Employee Signature _____
Date

Supervisor Signature _____
Date

SECTION B

If the employee refuses to sign, the witness shall complete this section.

This is to certify that the employee named in this report was shown a copy of this warning notice in my presence and refused to sign it.

Witness Signature _____
Date