

**Coaching and Counseling Memo**

Name:	
Title:	Shift:
Department:	Date of Coaching and Counseling Memo:

Reason for the memo: \_\_\_\_\_ Potential for Excessive Punctuality/Lateness  
 Examples and dates of behavior/activity: See Below

You are receiving this memo because as of date you are nearing the amount of allowed lateness prior to disciplinary action.

Excessive lateness is considered by College policy to be more than five occurrences of lateness in a calendar year. Consecutive years of excessive lateness will cause the next stage in the disciplinary process for excessive lateness.

For the current calendar year you have been late as follows:

*Month/Day - # of minutes late minutes late*

*Month/Day - # of minutes late minutes late*

*Month/Day - # of minutes late minutes late*

*Month/Day - # of minutes late minutes late*

Out of a total of five allowable occurrences, you have already used total # of late days used occurrences. This only leaves you with # of late days available late reporting days for the remainder of the calendar year.

The employee was informed of the seriousness of the discussion, and that further lateness may necessitate disciplinary action.

Employee's reaction was: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

***I understand that my signature indicates that this document has been discussed with me and I have received a copy of it; it does not necessarily indicate agreement with the facts or actions stated. If I disagree, it is my option and responsibility to comment as appropriate.***

*Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

Copies should be given to: Employee, Human Resources and Department