

# RECORD OF EMPLOYEE COUNSELING

**Employee Name:** LAST, First, Full Middle | **Employee ID:** 0000 | **Program:** Program Name | **Date:** MM/DD/YYYY

**Type of Violation:**  Misconduct |  Unsatisfactory Performance |  Informational

## PREVIOUS DOCUMENTATION ON FILE (Do not include this document.)

1 <sup>st</sup> Warning	Date: MM/DD/YYYY	Type of Violation: Choose an item.
2 <sup>nd</sup> Warning	Date: MM/DD/YYYY	Type of Violation: Choose an item.
3 <sup>rd</sup> Warning	Date: MM/DD/YYYY	Type of Violation: Choose an item.

## SUPERVISOR'S STATEMENT

Please enter your statement within this box. It will expand as you type. Include:

- A summary of the most recent misconduct/unsatisfactory performance violation, and explain its impact upon the program.
- A statement regarding your expectations and standards of the position.
- A statement of immediate actions to be taken by the employee in order to improve upon their conduct/performance.

**This Record of Employee Counseling is being issued to impress upon you the seriousness of your actions, and to advise you that any future misconduct/unsatisfactory performance violations of this nature will not be tolerated and may result in further disciplinary action up to and including termination of employment.**

**Supervisor's Signature:** \_\_\_\_\_ **Date:** MM/DD/YYYY

## EMPLOYEE'S STATEMENT (If more space is needed, you may attach a separate document.)

I agree with the Supervisor's statement.  I disagree with the Supervisor's statement.


**Employee's Signature:** \_\_\_\_\_ **Date:** MM/DD/YYYY

**Optional Routing:**  Next Level Program Manager |  Branch Chief |  NAF Employee Relations

# RECORD OF EMPLOYEE COUNSELING INSTRUCTIONS

1. The key to effective utilization of the NAF Progressive Discipline Model is thorough documentation. Without a documented history of past misconduct or unsatisfactory performance, further disciplinary action, except in egregious cases, cannot be pursued. A Record of Employee Counseling (also known as a "Written Counseling") is the primary method utilized by supervisors to address misconduct and unsatisfactory performance violations with their subordinate employees; therefore, it is critically important that this form be filled out completely and correctly.

2. Instructions:

- Fill out the heading information (Employee Name, Employee ID, Program, and Date). The information in gray is listed as a template response, please enter the required information in its place, and return the font color to black.
- Select the appropriate check box for the "Type of Violation." If the violations are both misconduct and unsatisfactory performance based, then both boxes may be selected.
- Note all "Previous Documentation on File," but do not include the current violation. Previous documentation can include, but is not limited to, verbal warnings, emails, and other Records of Employee Counseling. The information in gray is listed as a template response, please enter the required information in its place, and return the font color to black.
- Complete the "Supervisor's Statement" as follows:

For Misconduct Violations (ex. insubordination, tardiness, unauthorized absences, dress and grooming, etc.)

- Specifically identify the misconduct violation and address who, what, where, when, why, and how.
- Identify the policy or directive that was violated (ex. MCCS Directive 25-09; Employee Dress and Grooming Standards).
- State that this misconduct must stop immediately and will not be tolerated.
- Identify the negative impact the employee's conduct has had on the mission/morale of the program.
- State your expectations and standards of the position.
- State immediate actions to be taken by the employee in order to improve their conduct (ex. require attendance of an appropriate training via Ethos).

For Unsatisfactory Performance Violations (ex. missed deadlines)

- Identify the employee's performance deficiencies.
  - If applicable, identify the policy or directive that was violated.
  - State that the performance must be improved immediately.
  - Remind the employee of their duties as listed within their position description (PD). Have a copy of the employee's signed PD available as an attachment.
  - Identify the negative impact the employee's unsatisfactory performance has had on the mission/morale of the program.
  - State your expectations and standards of the position.
  - State immediate actions to be taken by the employee in order to improve their performance (ex. require attendance of an appropriate training via Ethos).
  - Identify a specific timeline for the employee to achieve success (ex. immediately, 2 weeks, 30/60/90 days).
- Sign and date the statement.
  - Meet privately with the employee to discuss the Record of Employee Counseling. Explain to the employee why the counseling is being issued, and explain that as a supervisor it is your duty to address all violations with subordinate staff. Tell the employee that you have faith and confidence that they will take immediate actions to correct their conduct/performance deficiencies. Give the employee an opportunity to read the form completely, and answer any questions they might have.
  - Explain to the employee that it is to their benefit to select whether they "agree" or "disagree" with the counseling, and to sign and date the form. A copy of the signed form must be provided to the employee. Employees are allowed two business days to respond in writing to the counseling.
  - If the employee refuses to sign the form, the supervisor must then have a witness sign and date the form, and indicate that they were witness to the fact that the employee received the form, but refused to sign.

3. Any questions concerning this matter may be referred to MCCS Employee Relations Specialist, at DSN phone number 645-8198 or via email at [EmployeeRelationsSupport@okinawa.usmc-mccs.org](mailto:EmployeeRelationsSupport@okinawa.usmc-mccs.org).