



Employee Discussion Form

Employee Name: Mary Johnson Date of Discussion: 5/6/2020

Verbal  Written

Specific Offense or Rule Violation:

Clocking in/out

Specific Statement of the Expected Performance:

All employees must follow Schedule Policy. "Cannot clock in anymore than 10 minutes early or clock out any later than 5 minutes after scheduled shift."

Explanation Given by the Employee or Other Significant Information:

Mary Johnson  
Home Manager Signature

5-6-2020  
Date

[Signature]  
Employee Signature

5-6-2020  
Date

\* Reminder: Make sure a copy is given to the employee and a copy placed into the employee file.