



Employee Discussion Form.

Employee Name: Uniqua Vines

Date of Discussion: 1/27/2021

Verbal Written

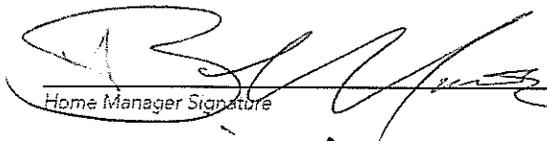
Specific Offense or Rule Violation:

Uniqua failed to complete chart notes for her assigned clients, after the issue had already had been addressed.

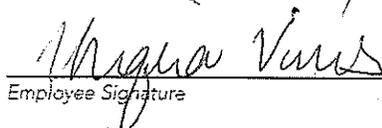
Specific Statement of the Expected Performance:

Uniqua is to catch up on all of her charting, and to remain consistent with chart completion for each shift, whether full or partial, that she works moving forward. She is also to not complete full catch up on charting without other work duties being shirked or ignored.

Explanation Given by the Employee or Other Significant Information:


Home Manager Signature

1/27/21
Date


Employee Signature

1/27/2021
Date

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