BEACON
Specialized Living

Employee Discussion Form

Employee Name: Alaya Perry Date of Discussion: 5/7/2021

✓ Verbal ☐ Written

Specific Offense or Rule Violation:

Tardy over 30 Minutes

Specific Statement of the Expected Performance:

Staff are expected to know their schedules and are expected to clock in no later than 10 minutes after the start of their shift

Explanation Given by the Employee or Other Significant Information:

Home Manager Signature — Date: 5-7-2021

Employee Signature — Date: 5/7/2021

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