



Employee Counseling Statement

Employee Name: _____ Date: _____

Reason for Conference:

- Violation of Center Policy/Procedure
Suspension Pending Investigation
Sub-Standard Job Performance
Other: _____

What Policy(ies), Procedure(s), and Standard(s) were not followed?

Four horizontal lines for writing the answer to the previous question.

Details of the Incident/Allegation:

What Specifically Occurred:

Four horizontal lines for writing the details of the incident.

When (Date and Time) Date_____/_____/_____ Time_____

Where (Location, Classroom, Area of Classroom):

One horizontal line for writing the location of the incident.

How (What Lead to the Incident):

One horizontal line for writing the lead to the incident.



Who Reported Incident:

Were there witnesses:

Investigation of Incident:

Did the Employee admit to violating policy/procedure/standard?

Yes

No

Were witnesses interviewed?

Yes

No

Summary of Investigation:

Previous Counseling of Employee on Performance:

- Verbal Date___/___/___ Concern Addressed: _____
- Written Date___/___/___ Concern Addressed: _____
- Written Date___/___/___ Concern Addressed: _____
- Written Date___/___/___ Concern Addressed: _____
- Performance Appraisal Date___/___/___ Concern Addressed: _____



Fern Flower - Nature School
Location: 3827 Charlton Dr, Qualicum Beach, BC V9K1Z3
Phone Number: 250-299-2054
E-mail: fernflowernature-school@gmail.com

Counselling Statement Results:

- Unfounded (Employee may return to work)
- Written Warning: (Employee may return to work knowing future warnings could result in termination.)
- Termination

Outcomes:

Future Expectations of Employees to Avoid a similar incident:

Consequences if expectations are not met, performance isn't improved, or other violations are repeated:

Employee Comments:

Employees Signature: _____

Director's Signature: _____

Witness Signature: _____

Date: _____