

HUMAN RESOURCE SERVICES

Marshall University

207 Old Main, One John Marshall Drive, Huntington, West Virginia 25755
Phone 304.696.6455, FAX 304.696.6844, E-Mail human-resources@marshall.edu

PERFORMANCE COUNSELING STATEMENT

FROM:			
Supervisor		Date	
Department			
TO:			
Employee:			
Job Title:			
THIS COUNSELING STATEMENT REPRESENTS: (Check the appropriate category)			
<input type="checkbox"/>	Oral Warning	<input type="checkbox"/>	Written Warning
<input type="checkbox"/>	Recommendation for Suspension	<input type="checkbox"/>	Recommendation for Termination
INCIDENT/EVENT/OBSERVED PERFORMANCE: State the situation that is at issue in performance counseling (behavior, actions, attendance, use of machinery or materials, policy violation, employee relationships, customer relationships, accuracy, etc.). State date, time, and place for one-time events or beginning date for a series of observations. Attach additional sheet if necessary.			
PERFORMANCE EXPECTATIONS: State the expectations for performance that were not met in this situation. Attach additional sheet if necessary.			
TIMELINE FOR IMPROVEMENT: State a specific and reasonable period of time in which it is expected that performance will be restored to acceptable levels. Attach additional sheet if necessary.			
CONSEQUENCES OF FAILURE TO IMPROVE: State the consequences of failure to improve performance. Attach additional sheet if necessary.			
CONTINUED ON REVERSE SIDE. SEE REVERSE SIDE FOR INFORMATION.			

EMPLOYEE'S COMMENTS: Attach additional sheet if necessary.			
Supervisor signature:			
Date signed:			
Employee signature:			
Date signed:			
Does employee agree or disagree with this statement? (Check the appropriate box)		Yes	No
Witness signature (as necessary):			
Date signed:			

Acknowledged as necessary by Director/Vice President	
Director/Vice President signature (as necessary)	
Date signed:	

INFORMATION FOR SUPERVISORS:

For Oral Warning (first step), the supervisor is to meet with the employee and discuss the issue. State (1) the expected performance; (2) the actual performance or results, (3) the deficiency or difference, and (4) a reasonable period of time in which to improve. Complete the form, but do not submit the form to the employee. Keep this form in the files of the supervisor or employing department.

For Written Warning (second step), the supervisor is to complete this form, meet with the employee and provide him/her with a copy of the form. A copy of this form with a copy of the form that was completed earlier for oral warning on this performance issue attached is to be forwarded to Human Resource Services, 207 Old Main.

For Recommendation for Suspension (third step), the supervisor is to complete and submit this form to Human Resource Services, 207 Old Main, in advance of tender to employee. If Human Resource Services approves suspension, the supervisor is to meet with the employee and discuss the issue. A copy of this form is to be provided to the employee. Employee is to be reminded of right to suspension conference. Request subject employee's signature. Submit copy of completed form to Human Resource Services, 207 Old Main. Employing department is to submit personnel action to accomplish suspension without pay.

For Recommendation for Termination (fourth step), the supervisor is to complete and submit this form to Human Resource Services, 207 Old Main, in advance of tender to the employee. If Human Resource Services approves termination, the supervisor is to meet with the employee and discuss the issue. A copy of this form is to be provided to the employee. Employee is to be reminded of right to termination conference. Request subject employee's signature. Submit copy of completed form to Human Resource Services, 207 Old Main. Employing department is to submit personnel action to accomplish termination.

For any forms completed under the performance counseling program, supervisor is to retain a copy in his/her or departmental files.

INFORMATION FOR EMPLOYEES:

Copies of Performance Counseling Statements for Written Warning or higher level will be placed in the personnel file. For any recommendation for suspension or termination for which the employee seeks suspension and/or termination conference, contact Human Resource Services at 304.696.6455.

Employees may file statutory grievance over any element of the performance counseling sequence. A grievance form, a copy of the grievance statute, and a copy of the timeline for grievance processing is available from Human Resource Services in 207 Old Main. Grievances must be filed within the timeline set forth in the statute.

Classified employees have the right to have a representative present in any disciplinary discussion. The employee may upon request delay such meeting for a reasonable amount of time during which to locate a representative.