



COUNSELING REPORT

The employment-at-will doctrine is the law of Texas, under which an employer has no duty to an employee regarding continuation of employment. *Jones v. Legal Copy Inc.*, 846 S.W.2d 922 (Tex. App.—Houston [1st Dist.] 1993) – Grayson College Policies and Procedures, DDC Legal. This document and/or any attachments do not create or imply the creation or alteration of an employee contract.

Do not use this form for gross misconduct. With gross misconduct no prior warning is required, because the act of misconduct that was the final incident was so bad, i.e., "gross misconduct" or misconduct per se, that no reasonable employee could have expected anything other than discharge as a result of whatever they did. (Texas Workforce Commission) Immediately place the employee in a leave status and notify the Human Resources Department and the College President. **In the event of gross misconduct please see *The Guidelines for Discipline and Termination*.**

INSTRUCTIONS

1. A warning notice should be issued as soon as possible after a performance/conduct/attendance issue or a policy violation has occurred.
2. Be as specific as possible when completing this form. Include all dates, times and names when appropriate.
3. Have the employee sign this form in the presence of a witness. If the employee refuses to sign have a witness complete section B.

SECTION A

I. General Information

Employee: _____ Department: _____
Date: _____ Supervisor: _____

II. Incident(s)

- A. Date of Incident: _____
- B. Incident (Specify the performance/conduct/attendance problem): _____

III. Has the employee been previously warned? ☐ Yes ☐ No

IV. Discipline Level

- ☐ Step 1: Verbal Warning (Employee signature NOT required) ☐ Step 3: Termination
☐ Step 2: Performance Improvement Plan and Written Warning

V. Changes Necessary:

- A. Expectation (Specify the changes that need to be made or skill needed to acquire): _____

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