

Part 1 – Employee Information				
Employee Name		Job Title		Date
Progressive (check 1)			Non-Progressive (check 1)	
Stage 1 - Verbal Warning			Final	
Stage 2 - Written Warning			Termination	
Stage 3 - Final Written Warning				
Stage 4 - Termination				
Part 2 – History of Prior Consultation				
Date	Type			
Part 3 – Issue				
	Performance			
	Behavior			
	Attendance			
Specific Issue, Impact and Dates				
Action Plan – Effective immediately, you are expected to:				

**Part 4 - Result Summary**

This is a formal consultation. If there is no significant improvement in your performance, behavior and/or attendance, further corrective action will be taken. I will meet with you weekly, biweekly or monthly to review your progress. If your performance, behavior and/or attendance deteriorates further, or continues at its current level, further corrective action will be taken.

**Failure to demonstrate marked improvement will result in (check one):**

Stage 1	<input type="checkbox"/>	
Stage 2	<input type="checkbox"/>	
Stage 3	<input type="checkbox"/>	
Termination of Employment	<input type="checkbox"/>	

**Employee Comments (if applicable)**

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I have read and understand the above and the consequences detailed in the Result Summary of this record of employee consultation.

<b>Employee Signature</b>		<b>Date</b>	
<b>Supervisor Signature</b>		<b>Date</b>	
<b>Witness Signature</b>		<b>Date</b>	
<b>Reviewed by Employee Engagement</b>		<b>Date</b>	

**Note:** Daemen is an At-Will Employer and the use of the Record of Employee Consultation process shall not be considered in any way as a contract of employment, nor does it limit the right of the Company to terminate any employee at anytime without reason. In some instances, the stages listed above may be advanced due to the seriousness of the policy violation.

**Part 5 – Record of Employee Consultation Resolution – Progressive Consultation Only**

Removal from Progressive Consultation is given to an Employee as a result of improvement and meeting expectations set forth in the Action Plan for a consistent six (6) month period (at a minimum). Improvement must be sustained, if the Employee’s performance, behavior and/or attendance deteriorates, the next stage of consultation will be taken. The original REC will remain part of an employee’s personal file and will not be removed. All REC Resolutions must be discussed and approved in advance with Employee Engagement.

**Manager’s Recommendation on Consultation Resolution and Employee Improvement:**

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<b>Manager Signature</b>		<b>Date</b>	
<b>Employee Engagement Approval</b>		<b>Date</b>	