**VIA EMAIL**

INSERT DATE

EMPLOYEE NAME

STREET ADDRESS

CITY, STATE ZIP

**RE: VERBAL COUNSELING**

Dear INSERT NAME:

This is a follow up to our meeting which occurred on INSERT DATE OF WEEK, INSERT DATE at INSERT TIME. The meeting was an Article 12.2 Verbal Counseling meeting. The following were in attendance: 1) INSERT NAME, 2) INSERT NAME, 3) INSERT NAME, and 4) INSERT NAME.

The following INSERT TYPE OF ISSUE(S) were discussed:

INSERT NARRATIVE (INCLUDE HOW AND WHAT EXPECTATIONS WERE NOT MET)

INSERT EXPECTATIONS MOVING FORWARD

On INSERT DATE, an attempt was made to informally resolve the matter.

Pursuant to Article 12.2 of the YSU/OEA collective bargaining agreement, we are at the Verbal Counseling step of the correct action process and you are being issued a Verbal Counseling for INSERT NATURE OF OFFENSE.

A copy of this email will not be placed in your personnel file.

Any further issues may result in progressive discipline. We hope that the Article 12.2 Verbal Counseling will suffice and the issues identified are addressed

and resolved.

Sincerely:

SUPERVISOR NAME AND TITLE

cc: Cynthia Kravitz, Chief Human Resources Officer

Kevin Kralj, Director Labor and Employee Relations

Applicable Dean

Provost

DFR

INSERT NAME, OEA President

INSERT NAME, OEA Representative

Ghia Burzynski, Human Resources Office Administrator