**Extraco Coaching Document**

Employee Name: Click here to enter text. Date: Click here to enter a date.

Manager/Supervisor Name: Click here to enter text.

Great teams have great coaches, and at Extraco we use frequent coaching to help us all do a better job. You are an important member of our team and your performance is critical to our success. However, we need you to improve in the following area(s).

**Focus of Coaching:**

You are receiving this coaching due to lack of adherence to your designated schedule.

Policy Violations include (continue on additional page if needed):

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Scheduled Arrival Time | Actual Arrival Time/Did Not Arrive | Minutes Late |
|  |  |  |  |
|  |  |  |  |
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As a reminder, the Employee Handbook states, the attendance and presence of employees is critical to the function of our organization. Also stated in the Employee Handbook are factors that increase the seriousness of absences:

* Absences that are intermittent (i.e., one or two days on each occurrence).
* Continuing record of poor attendance.
* Other generally unaccepted attendance issues

**Impact on others:**

* Creates negative customer experience with increased wait times
* Increased work load on coworkers handling extra customer traffic
* More work is created for your direct manager and other managers due to increased need to monitor schedule adherence
* Inability to implement coached behaviors impacts your manager’s ability to support you

**Desired outcome:**

* Be on time and ready to work according to your schedule
* Communicate early and often if something happens that will affect your schedule
* Plan ahead to avoid any schedule conflicts
* Notify leadership team at least two hours before scheduled, if not able to report to work

Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have received this disciplinary action and understand that any further incidents within the next  days may result in further disciplinary action up to and including termination of my employment.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Statement: (Describe any assistance needed to improve. Use additional sheets if necessary).

Human Resources Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_