



Employee Counseling Form

Employee Name: Banks, Richell	Employee Number: 14496
Client: Amazon	Location: Seattle
Shift: Days	Day and Time of Incident: 08/20/2012
Supervisor: David Bearup	

REASON FOR COUNSELING:

- Disruptive Work Behavior
- Refusal to Perform Work Duties
- Violation of Company Policy (List Policies in Narrative)
- Attendance/Tardiness
- Unsatisfactory work performance
- Insubordination

Narrative Of Incident:

On Monday, August 20, 2012 at 0621 hours, Richell Banks showed up for her 0600 shift. She did not call or notify a supervisor that she would be late. This is Ms. Banks 3rd offense.

This infraction is in direct violation of SIS Inc. Policy #3.2 Attendance Policy

Which states-The success of SIS depends on the regular attendance of each employee. Reporting for work on time and completing assigned shifts are basic job requirements for every SIS employee.

REGULAR AND PROMPT ATTENDANCE IS A REQUIRMENT FOR CONTINUED EMPLOYMENT AT SIS. Repeated absences and/or tardiness can result in disciplinary action, up to and including termination.

COUNSELING ACTION TO BE TAKEN:

- Courtesy Warning
- Written Warning
- Other:
- Suspension:
- Dates: _____
- Paid or Unpaid: _____

Corrective Action agreed upon by employee and manager:

(This Section should be hand written in)

Find another way to work. Look up other times for bus routes

EMPLOYEE COMMENTS:

- I AGREE WITH THE ACTION TAKEN BECAUSE:
 - I DISAGREE WITH THE ACTION TAKEN BECAUSE:
- Comments: _____

Employee Signature: *Richell Banks*

Date: 08/24/12

Supervisor Signature: *David Bearup*

Date: 24 Aug 2012

Witness Signature: *[Signature]*

Date: 8/24/12



Employee Counseling Form

Employee Name: Banks, Richell	Employee Number: 14496
Client: Amazon	Location: Seattle
Shift: Day	Day and Time of Incident: 10/2/2012
Supervisor: Demary, Austin	

REASON FOR COUNSELING:

- Disruptive Work Behavior
- Refusal to Perform Work Duties
- Violation of Company Policy (List Policies in Narrative)
- Attendance/Tardiness
- Unsatisfactory work performance
- Insubordination

Narrative on Incident:

On 10/2/12, Specialist Richell Banks called off of her scheduled shift at 0437. Specialist Banks was scheduled to start at 0600 and did not meet the required amount of notification time of at least 24 hours. Specialist Banks is in direct violation of SIS policy.

On 9/25/12, Specialist Banks reported to her shift 4 minutes late. Banks has been in violation of the attendance policy on multiple occasions. Miss Banks has been late for her shift on the following dates: 8/9/12, 8/16/12, 8/20/12, 9/6/12, 9/11/12 and 9/12/12. Specialist Banks has been verbally counseled about her tardiness on multiple occasions. Miss Banks has

These infractions are in direct violation of the following SIS Inc. Policy:

Attendance Policy - 3.2:

“The success of SIS depends on the regular attendance of each employee. Reporting for work on time and completing assigned shifts are basic job requirements for every SIS employee.”

“Regular and prompt attendance is a requirement for continued employment at SIS. Repeated absences and/or tardiness can result in disciplinary action, up to and including termination.”

Further Violations may result in: **Suspension**

COUNSELING ACTION TO BE TAKEN:

- Courtesy Warning
- Written Warning
- Other:
- Suspension:

Dates: _____
Paid or Unpaid: _____ Unpaid

Corrective Action agreed upon by employee and manager:

EMPLOYEE COMMENTS:

- I AGREE WITH THE ACTION TAKEN BECAUSE:
- I DISAGREE WITH THE ACTION TAKEN BECAUSE:

Comments:

Employee Signature: *Richell Banks*

Date: 10/03/12

Supervisor Signature: *[Signature]*

Date: 10/3/12

Witness Signature: *[Signature]*

Date: 10/3/12



Employee Counseling Form

Employee Name: Banks, Richell	Employee Number: 14496
Client: Amazon	Location: Seattle
Shift: Day	Day and Time of Incident: 10/29/2012
Supervisor: Demary, Austin	

REASON FOR COUNSELING:

- Disruptive Work Behavior
- Refusal to Perform Work Duties
- Violation of Company Policy (List Policies in Narrative)
- Attendance/Tardiness
- Unsatisfactory work performance
- Insubordination

Narrative on Incident:

On 10/29/12, Specialist Banks reported to her shift 38 minutes late. Banks did make contact with Watch Commander Demary and a Zone supervisor advising them that she was stuck in traffic. Banks has been in violation of the attendance policy on multiple occasions. A written counseling was delivered to Specialist Banks on 10/2/12 advising her that the next time she was late she would be placed on a three-day suspension. Miss Banks has improved her attendance and has not been late for over 30 days. Specialist Banks will be placed on a performance improvement plan (P.I.P.) with the goal of improving her attendance practices.

This infraction is in direct violation of the following SIS Inc. Policy:

Attendance Policy - 3.2:

"The success of SIS depends on the regular attendance of each employee. Reporting for work on time and completing assigned shifts are basic job requirements for every SIS employee."

"Regular and prompt attendance is a requirement for continued employment at SIS. Repeated absences and/or tardiness can result in disciplinary action, up to and including termination."

Further Violations may result in: Suspension

COUNSELING ACTION TO BE TAKEN:

- Courtesy Warning
- Written Warning
- Other:
- Suspension:

Dates: _____
Paid or Unpaid: _____ Unpaid _____

Corrective Action agreed upon by employee and manager: _____

EMPLOYEE COMMENTS:

- I AGREE WITH THE ACTION TAKEN BECAUSE:
- I DISAGREE WITH THE ACTION TAKEN BECAUSE:

Comments: _____

N/A

Employee Signature: _____

Date: 11/6/12

Supervisor Signature: _____

Date: 11/6/12

Witness Signature: _____

Date: 11/6/12



Employee Counseling Form

Employee Name: Richell BANKS	Employee Number: 14496
Client: Amazon	Location: Seattle
Supervisor Name (Print): David Bearup	Shift: Day

Date and Time of Incident: 03/11/2013 07:09

REASON(S) FOR COUNSELING:

- | | |
|---|--|
| <input type="checkbox"/> Disruptive Work Behavior | <input checked="" type="checkbox"/> Attendance/Tardiness |
| <input type="checkbox"/> Refusal to Perform Work Duties | <input type="checkbox"/> Unsatisfactory Work Performance |
| <input type="checkbox"/> Violation of Company Policy | <input type="checkbox"/> Insubordination |

TYPE OF COUNSELING:

- Courtesy Warning
- Written Warning
- Suspension: From _____ To _____

Incident Description and Supporting Details:

(Time, place, date of occurrence and persons present as well as organizational impact)

On Monday, March 11, 2013 Specialist Richell Banks clocked in at 07:09 for her scheduled 07:00-13:45 post, making this her fourth attendance discrepancy.

Listed below are her past discrepancies:

02/06/2013 - Late 1 minute
01/29/2013 - Call off without 8 hour notice
01/07/2013 - Late 5 minutes

SIS Employee Handbook Policy/Procedure(s)

(List any and all policy/procedure violations)

32 ATTENDANCE POLICY

The success of SIS depends on the regular attendance of each employee. Reporting for work on time and completing assigned shifts are basic job requirements for every SIS employee.

Employees who are inconsistent in their attendance demonstrate a lack of respect for their fellow employees and the service commitments we have made to our clients.

If you cannot work a scheduled shift because of illness, injury or emergency, you must contact your supervisor or a member the SIS management at least twenty-four (24) hours prior to the scheduled start of the shift, or as far in advance as is reasonably practical under the circumstances.

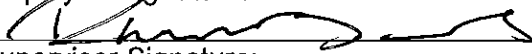

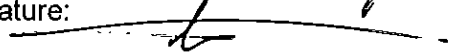
Corrective Action Agreed Upon:

Arrive to work 10 minutes early

Employee Comments:

<input checked="" type="checkbox"/> I AGREE WITH THE ACTION TAKEN BECAUSE: <input type="checkbox"/> I DISAGREE WITH THE ACTION TAKEN BECAUSE:

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Employee Signature: 	Date: 03/12/13
Supervisor Signature: 	Date: 3-12-2013
Manager Signature: 	Date: 3.12.2013



Employee Counseling Form

Employee Name: Richell BANKS	Employee Number: 14496
Client: Amazon	Location: Seattle, WA
Supervisor Name (Print): Douglas Austin III	Shift: Day

Date and Time of Incident: 03/19/2013 0601 hours
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REASON(S) FOR COUNSELING:

- | | |
|---|--|
| <input type="checkbox"/> Disruptive Work Behavior | <input checked="" type="checkbox"/> Attendance/Tardiness |
| <input type="checkbox"/> Refusal to Perform Work Duties | <input type="checkbox"/> Unsatisfactory Work Performance |
| <input type="checkbox"/> Violation of Company Policy | <input type="checkbox"/> Insubordination |

TYPE OF COUNSELING:

- | |
|--|
| <input type="checkbox"/> Courtesy Warning |
| <input checked="" type="checkbox"/> Written Warning |
| <input type="checkbox"/> Suspension: From _____ To _____ |

Incident Description and Supporting Details:

(Time, place, date of occurrence and persons present as well as organizational impact)

On March 19th 2013, Specialist Richell Banks clocked in 1 minute late for her schedule shift of her 0700-1345 hours.

On March 11th 2013, Specialist Banks clocked in 9 minutes late for her schedule shift of her 0700-1345 hours.

It has previously been documented that Specialist Banks received a Courtesy Warning on 03/12/13 by Supervisor Mohsin for the following attendance issues:

- 02/06/2013 – Specialist Banks clocked in 1 min late for her 0700-1345 hour shift.
- 01/29/2013 – Specialist Banks called off without proper 8-hour notification.
- 01/07/2013 – Specialist Banks clocked in 5 minutes late for her 0700-1345 hour shift.

SIS Employee Handbook Policy/Procedure(s)

(List any and all policy/procedure violations)

SIS Inc. Policy #3.2 "Attendance Policy"

The success of SIS depends on the regular attendance of each employee. Reporting for work on time and completing assigned shifts are basic job requirements for every SIS employee.

Employees who are inconsistent in their attendance demonstrate a lack of respect for their fellow employees and the service commitments we have made to our clients.

If you cannot work a scheduled shift because of illness, injury or emergency, you must contact your supervisor or a member the SIS management at least twenty-four (24) hours prior to the scheduled start of the shift, or as far in advance as is reasonably practical under the circumstances.

REGULAR AND PROMPT ATTENDANCE IS A REQUIREMENT FOR CONTINUED EMPLOYMENT AT SIS. Repeated absences and/or tardiness can result in disciplinary action, up to and including termination.

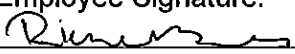
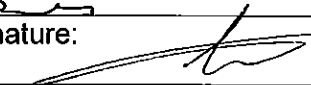
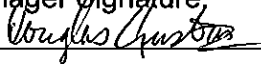
Corrective Action Agreed Upon:

COME TO WORK 10 - 15 MIN EARLY

Employee Comments:

I AGREE WITH THE ACTION TAKEN BECAUSE: I DISAGREE WITH THE ACTION TAKEN BECAUSE:

I feel one minute was a big jump to hit written. I feel as a specialist who here all the time everyday 1 minute shouldn't been the push 5 minutes could be but 1 minute is ~~so~~ strange. Also, it's no different if understand ~~just~~ would have called off now before. Although, I do understand the rules and respect everything I will obey by all means.

Employee Signature: 	Date: 03/20/2013
Supervisor Signature: 	Date: 03/20/2013
Manager Signature: 	Date: 3/20/13



Employee Counseling Form

Employee Name: BANKS, Richell	Employee Number: 14496
Client: Amazon	Location: Seattle
Supervisor Name: James Calabrese	Shift: Day

Date and Time of Incident: August 15, 2013 at 0747 hours
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REASON(S) FOR COUNSELING:

- | | |
|---|--|
| <input type="checkbox"/> Disruptive Work Behavior | <input checked="" type="checkbox"/> Attendance/Tardiness |
| <input type="checkbox"/> Refusal to Perform Work Duties | <input type="checkbox"/> Unsatisfactory Work Performance |
| <input checked="" type="checkbox"/> Violation of Company Policy | <input type="checkbox"/> Insubordination |

TYPE OF COUNSELING:

- Courtesy Warning
- Written Warning
- Suspension: From _____ To _____

Incident Description and Supporting Details:

(Time, place, date of occurrence and persons present as well as organizational impact)

On Thursday, August 15th, 2013 Specialist Richell Banks clocked in 47 minutes late for her 0700 – 1345 hour shift.

Listed below is Specialist Banks' previous attendance discrepancies:

- 07/09/2013 – Specialist Banks clocked in 3 minutes late for her 0700 – 1345 hour shift
- 07/05/2013 – Specialist Banks called off at 2348 hours for her 0700 – 1345 hour shift and did not provide proper 8-hour notification.

On 03/20/13 Specialist Banks' received a Written Warning for attendance by Supervisor Austin for the following attendance issues:

- 03/19/2013 – Specialist Banks clocked in 1 minute late for her 0700 – 1345 hour shift.
- 03/11/2013 – Specialist Banks clocked in 9 minutes late for her 0700 – 1345 hour shift

03/12/2013 Specialist Banks' received a Courtesy Warning issued for attendance by Supervisor Mohsin.

- 02/06/2013 – Specialist Banks clocked in 1 minute late for her 0700 – 1345 hour shift.
- 01/29/2013 – Specialist Banks called off at 0600 hours for her 0700 – 1345 hour shift and did not provide proper 8-hour notification.
- 01/07/2013 – Specialist Banks clocked in 5 minutes late for her 0700 – 1345 hour shift.

SIS Employee Handbook Policy/Procedure(s)

(List any and all policy/procedure violations)

3.2 ATTENDANCE POLICY

The success of SIS depends on the regular attendance of each employee. Reporting for work on time and completing assigned shifts are basic job requirements for every SIS employee. Employees who are inconsistent in their attendance demonstrate a lack of respect for their fellow employees and the service commitments we have made to our clients. If you cannot work a scheduled shift because of illness, injury or emergency, you must contact your supervisor or a member the SIS management at least twenty-four (24) hours prior to the scheduled start of the shift, or as far in advance as is reasonably practical under the circumstances.

REGULAR AND PROMPT ATTENDANCE IS A REQUIREMENT FOR CONTINUED EMPLOYMENT AT SIS. Repeated absences and/or tardiness can result in disciplinary action, up to and including termination.

Corrective Action Agreed Upon:

open a sis for employees. (Jokes)
Daycare

Further violations will result in disciplinary action, up to and including termination.

Employee Comments:

I AGREE WITH THE ACTION TAKEN BECAUSE: I DISAGREE WITH THE ACTION TAKEN BECAUSE:

Employee Signature: <i>Richard B...</i>	Date: 08/20/13
Supervisor Signature: <i>[Signature]</i>	Date: 08/20/13..
Manager Signature: <i>[Signature]</i>	Date: 08/20/2013



Employee Separation Form

Employee Name: BANKS, Richell	Employee Number: 14496
Client: Amazon	Location: Seattle
Supervisor Name (Print): James Calabrese	

Effective Date of Separation:	Last day worked: 11/27/13
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REASON(S) FOR SEPARATION: (MUST HAVE DETAILS STATED BELOW.)

- | | |
|--|---|
| <input type="checkbox"/> Elimination of Position
(Layoff) | <input checked="" type="checkbox"/> Absenteeism/Tardiness |
| <input type="checkbox"/> Employee Resignation | <input type="checkbox"/> Behavior/Conduct Infraction |
| <input type="checkbox"/> End of Assignment | <input type="checkbox"/> Performance Deficiency |
| | <input type="checkbox"/> Policy/Procedure Violation |

Prior Notifications/Warnings:

(Verbal/written warnings or counseling and/or suspensions)

10/18/2013 – Suspension – Attendance / Tardiness.
08/20/2013 – Written Warning – Attendance / Tardiness.
03/20/2013 – Written Warning – Attendance / Tardiness.
03/11/2013 – Courtesy Warning – Attendance / Tardiness.
11/06/2012 – Written Warning – Attendance / Tardiness.
10/03/2012 – Written Warning – Attendance / Tardiness.

Final Incident Description and Supporting Details:

(Time, place, date of occurrence and persons present as well as organizational impact)

On Monday, November 25th, 2013, at 0715 hours, Specialist Richell Banks contacted Supervisor Jesse Bolof by cell phone and informed that she is running late for her 0700 – 1400 hour shift. Specialist Banks clocked in 1 hour and 30 minutes late for her scheduled shift as SEA18 Specials Escort.

SIS Employee Handbook Policy/Procedure(s)

(List any and all policy/procedure violations)

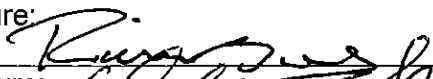
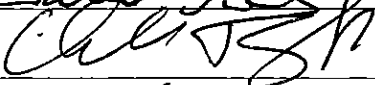

SIS Inc. Employee Handbook "3.2 - ATTENDANCE POLICY"

The success of SIS depends on the regular attendance of each employee. Reporting for work on time and completing assigned shifts are basic job requirements for every SIS employee.

Employees who are inconsistent in their attendance demonstrate a lack of respect for their fellow employees and the service commitments we have made to our clients.

If you cannot work a scheduled shift because of illness, injury or emergency, you must contact your supervisor or a member the SIS management at least twenty-four (24) hours prior to the scheduled start of the shift, or as far in advance as is reasonably practical under the circumstances.

REGULAR AND PROMPT ATTENDANCE IS A REQUIREMENT FOR CONTINUED EMPLOYMENT AT SIS.
Repeated absences and/or tardiness can result in disciplinary action, up to and including termination.

Employee Signature: 	Date: 12/02/13
Supervisor Signature: 	Date: 12/2/2013
Manager Signature: 	Date: 02 DEC 2013

Forwarding Address: 9910 299th Pl SE Kent WA

Has the employee returned all SIS property (Circle One): YES or NO



Employee Separation Form

Employee Name: BANKS, Richell	Employee Number: 14496
Client: Amazon	Location: Seattle
Supervisor Name (Print): James Calabrese	

Effective Date of Separation:	Last day worked: 11/27/13
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REASON(S) FOR SEPARATION: (MUST HAVE DETAILS STATED BELOW.)

- | | |
|--|---|
| <input type="checkbox"/> Elimination of Position
(Layoff) | <input checked="" type="checkbox"/> Absenteeism/Tardiness |
| <input type="checkbox"/> Employee Resignation | <input type="checkbox"/> Behavior/Conduct Infraction |
| <input type="checkbox"/> End of Assignment | <input type="checkbox"/> Performance Deficiency |
| | <input type="checkbox"/> Policy/Procedure Violation |

Prior Notifications/Warnings:

(Verbal/written warnings or counseling and/or suspensions)

10/18/2013 – Suspension – Attendance / Tardiness.
08/20/2013 – Written Warning – Attendance / Tardiness.
03/20/2013 – Written Warning – Attendance / Tardiness.
03/11/2013 – Courtesy Warning – Attendance / Tardiness.
11/06/2012 – Written Warning – Attendance / Tardiness.
10/03/2012 – Written Warning – Attendance / Tardiness.

Final Incident Description and Supporting Details:

(Time, place, date of occurrence and persons present as well as organizational impact)

On Monday, November 25th, 2013, at 0715 hours, Specialist Richell Banks contacted Supervisor Jesse Bolof by cell phone and informed that she is running late for her 0700 – 1400 hour shift. Specialist Banks clocked in 1 hour and 30 minutes late for her scheduled shift as SEA18 Specials Escort.

SIS Employee Handbook Policy/Procedure(s)

(List any and all policy/procedure violations)

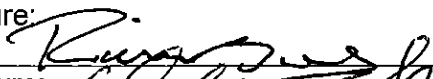
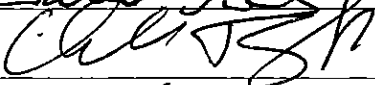

SIS Inc. Employee Handbook "3.2 - ATTENDANCE POLICY"

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REGULAR AND PROMPT ATTENDANCE IS A REQUIREMENT FOR CONTINUED EMPLOYMENT AT SIS.
Repeated absences and/or tardiness can result in disciplinary action, up to and including termination.

Employee Signature: 	Date: 12/02/13
Supervisor Signature: 	Date: 12/2/2013
Manager Signature: 	Date: 02 DEC 2013

Forwarding Address: 9910 299th Pl SE Kent WA

Has the employee returned all SIS property (Circle One): YES or NO