

[Place on Department Letterhead]

**CORRECTIVE COUNSELING CONFIRMATION MEMORANDUM**

TO: Jim Neutron  
Registered Nurse III

FROM: Jane Jones  
RUHS Nurse Coordinator

DATE: April 10, 2019

RE: Conduct either during or outside of duty hours which adversely affects the employee's job performance or operation of the department in which they are employed; Discourteous treatment of the public or other employees.

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On April 7, 2019, you engaged in rude and discourteous conduct during our monthly staff meeting when you went on a tirade when I started to discuss the changes to the schedule that will be effective next pay period.

As I was informing everyone in the meeting of the upcoming schedule changes, you began to make sighing noises, crossed your arms defensively and slumped in your chair. When two of your co-workers began whispering to one another about the changes, you shouted toward them, *"Shut up, I am trying to pay attention!"* When I informed you to please mind your words and tone you responded, *"These changes are crap, who the hell makes these stupid decisions, our management does not care about their workers."* After your outburst I asked you to leave the meeting.

You have already been placed on notice twice of the Department's expectations when you interact with others. You received a Directive Memorandum on January 4, 2019 (**Attachment 1**) and a Corrective Memorandum on February 5, 2019 (**Attachment 2**). Your conduct was unprofessional, discourteous and impacted the unit's morale. As a Registered Nurse for over 15 years, you should serve as a role model to all staff.

Effective immediately, you are once again directed to conduct yourself in way that is respectful, courteous, and professional at all times. You are entitled to have an opinion, state your opinions and ask questions during meetings. However, you must utilize good judgement in the delivery of your statements.

You are required to keep this Corrective Counseling Confirmation Memorandum in a convenient place and refer to it whenever you need to clarify my expectations regarding compliance on this matter. Further incidents of this nature will not be tolerated and will result in disciplinary action. If you have any questions regarding this matter, you are directed to discuss them with me.

2 Attachments

1. Directive Memorandum Acknowledged by Jim Neutron on January 4, 2019

[Place on Department Letterhead]

2. Corrective Memorandum Acknowledged by Jim Neutron on February 5, 2019

cc: Supervisor's File  
Employee and Labor Relations Division

Receipt Acknowledged: \_\_\_\_\_  
Employee's Signature/Date

SAMPLE