

McLaren Print System Order

Order No: 6705
Order Date: 2014-10-23
User: Mary Jo Welch
Phone: 810-342-4105

Ship Location: Cashier
401 S. Ballenger Highway
Flint, MI 48532-3638

Forms
Quantity: 100
Paragon Dept No: 90150
Dept Name: Patient Accounts Cashier
Company Number: 60

Order Total Price: 18.35

Item Number: M-10075
Item Description: Corrective Action Counseling Program Documentation of Corrective Action
Revision Date:
Print: 1 sided black and white
Paper: 3 Part (White, Yellow, Pink)
Size: 8.5 x 11
Fold:
Finish:
Drill:
Misc Info:

McLAREN FLINT
Flint, Michigan
CORRECTIVE ACTION COUNSELING PROGRAM
Documentation of Corrective Action
Employee Name, Title, Department, Job Title, Hire Date, Today's Date, Employee's Immediate Supervisor, Position Counseling Date, Reason for Corrective Action, Supervisor/Manager explanation of policy violation which supports documentation if applicable, Employee response/explanation, Corrective Action Taken, Step 1 - Verbal Warning, Step 2 - Written Warning, Step 3 - Suspension, Step 4 - Termination. Includes signature lines for Employee, Supervisor, Department Director/VP, and Human Resources, and a footer with contact information.