



Record of Conversation

DATE: 5-7-03 Reason for Conference: Attendance
 Report of Conference Work
Performance
 First Written Notice Other
 Final Written Notice

EMPLOYEE: Del

FACTS LEADING UP TO THE CONFERENCE:

I have talked with Del in the past four months about being tardy. I have explained the cathedral's policy and informed him that he has to change. Listed below are the days he has been late:

January 3 – 2 hours	February 6 – 4 hours	March 4 – 3 hours
January 5 – 1.5 hours	February 8 – 1.5 hours	March 6 – 5 hours
February 1 -- .75 hours	February 14 – 3 hours	April 15 – 2.75 hours
February 4 – 2.5 hours	February 19 – 2.5 hours	May 6 – 2 hours

EMPLOYEE COMMENTS: (Use back or attach additional pages if necessary)

ACTION TAKEN:

I have reviewed Del's attendance record with him. He must improve or I will issue further corrective action up to, and including, termination.

NOTE WHAT IS WELL DOCUMENTED AND WHAT IS MISSING OR UNCLEAR.



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DATE: 5-7-03 Reason for Conference: Attendance
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EMPLOYEE: Tom

FACTS LEADING UP TO THE CONFERENCE:

I have had numerous complaints from staff regarding their difficulties in working with you. On 4-28-03, I observed you slamming the telephone down after a difficult conversation with a parishioner. You loudly complained that you don't have enough time to get your work done. On 5-5-03 in our staff meeting, you were sighing loudly and rolling your eyes throughout the meeting. After the meeting, I overheard you state publicly that you hated your job. These specific behaviors are disruptive to your work and are not consistent with our cathedral's vision of professional ministerial conduct.

EMPLOYEE COMMENTS: (Use back or attach additional pages if necessary)

ACTION TAKEN:

I have counseled Tom regarding the importance of teamwork, having a positive outlook about his ministry, and curbing his temper. This is a Final Written Warning. I need Tom to correct this problem behavior or I will be forced to terminate his employment.

NOTE WHAT IS WELL DOCUMENTED AND WHAT IS MISSING OR UNCLEAR.

