**Counseling Report**

The employment-at-will doctrine is the law of Texas, under which an employer has no duty to an employee regarding continuation of employment. *Jones v. Legal Copy Inc., 846 S.W.2d922 (Tex. App.- Houston [1st Dist.] 1993)-* Grayson College Policies and Procedures, DDC(LEGAL). This document and/or any attachments do not create or imply the creation or alteration of an employee contract.

# Section A

1. **General Information**

Employee:       Department:

Date:       Supervisor:

# Incident(s)

* 1. Date of Incident:
	2. Incident (Specify the performance/conduct/attendance problem):

# Has the employee been previously warned? [ ]  Yes [ ]  No

#  Comments:

 **Discipline Level**

[ ]  Step 1: 1st Written Warning

[ ]  Step 2: 2nd Written Warning

[ ]  Step 3: Final Written Warning

# Changes Necessary

* 1. Expectation (Specify the changes that need to be made or skill needed to acquire):
	2. Time span for changes:
		1. From (date):       To (date):
		2. Date and time of follow-up interview:

# Employee Comments

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To the employee: Your signature indicates that you have been shown this document and have had the opportunity to comment. Your signature does not necessarily indicate agreement with the content.

Employee Signature Date

Supervisor Signature Date

Witness Signature (Optional) Date