

CORRECTIVE COUNSELLING NOTIFICATION

Mr xxxxxxx

xxxxxxxxxxxxxxxxxxx Unit - xxxxxxxxxx Division

Rhodes University

Dear xxxxxxxxx,

**You are hereby informed to attend a Corrective Counseling session, scheduled as follows:**

Time:

Date:

Venue:

Behaviour/misconduct that is of concern

Examples ----- Disregard for a reasonable instruction from Management, specifically referring to

………………………………………………………….. /

Late coming, specifically referring to ……………………………………………………………….. /

Not reporting a period of absence at the earliest possible opportunity, specifically referring to ……………………………………………………………………….. /

Etc. .

Representation

You have the right to be accompanied at the meeting by a work colleague or union shop steward, if desires.

Yours sincerely,

Supervisor: ……………………………………. Section

Date:

Acknowledgement of Receipt by Staff Member: ………………………………………………………………..

Date: