

**Western Kentucky University
Facilities Management
Employee Concern Courtesy Reminder**

Team Member Name:

Assigned Building / Area:

Direct Supervisor:

Date/Time Field

Please select the specific reason(s) for Note of Concern:

- Attendance (Absences including tardy and late)
- Attitude – Team Efforts
- Work Performance (Not meeting expected cleanliness standards)
- Other – Specify:

Documentation of Facts:

I understand that situations do occur in our daily lives that are sometimes out of our control. However, upholding our responsibilities to our positions is extremely important to our success, and to demonstrate our dedication to the position we have been given. As your coach, it is my responsibility to ensure that every effort is taken to ensure your success in your position at the University. As a WKU employee, it is your responsibility to monitor and maintain your attendance patterns, attitude, work performance, and overall work ethics on a daily basis.

Expectations or Corrective Actions

Your immediate attention for improvement is expected. Below are the corrective actions that you should implement and maintain to improve this concern, and to avoid entering in to the formal WKU disciplinary action process.

Your success is very important to me and I want to ensure that you are moving in the right direction to not only meet and maintain the expectations of your position, but to reach your potential here at WKU. I will do my best to assist you in meeting these expectations in every way possible, including daily coaching, ongoing support, and providing plans to assist you in attaining your success.

Employee Signature

____/____/____

Date

Supervisor / Manager Signature

____/____/____

Date

Cc: Employee DFM File