

**IAW CNG FPR 752 paragraph 4 and applicable Collective Bargaining Agreements, a counseling session will be annotated in pencil and initialed by both the supervisor and the technician on the NGB Form 904-1. IAW NGB FPR 752 procedures, Contact the Office of Human Resources Labor Relations Representative before taking any disciplinary actions.**

Employee Name:		Bargaining Unit Member <input type="checkbox"/> YES <input type="checkbox"/> NO
Supervisor:	Date Of Counseling:	<input type="checkbox"/> Conduct <input type="checkbox"/> Performance Related
Is the employee serving a trial/probationary period? <input type="checkbox"/> YES <input type="checkbox"/> NO (Contact Labor or Employee Relations if not known).		
Is the employee in a temporary/indefinite appointment? <input type="checkbox"/> YES <input type="checkbox"/> NO (Contact Labor or Employee Relations if not known).		
Is the employee a supervisor? <input type="checkbox"/> YES <input type="checkbox"/> NO (Contact Labor or Employee Relations if not known).		

Previous counseling/warning for similar behavior? <input type="checkbox"/> YES <input type="checkbox"/> NO	Check all that apply.	
Disciplinary Action	Date(s)	Briefly describe the nature of the conduct/performance issue.
<input type="checkbox"/> Counseling		
<input type="checkbox"/> Oral Admonishment		
<input type="checkbox"/> Leave Warning/Restriction Notice		
<input type="checkbox"/> Discipline (Reprimand Or Suspension)		
*NOTE: If technician is in the bargaining unit and invokes Weingarten Rights during investigatory type questioning, contact Labor Relations for guidance, if not clear on procedures.		

**Provide the facts. Describe in detail below to summarize the Who, What, When, Where, Why, and How of the issue. Use Back of Summary Sheet, if needed and annotate accordingly. Call Labor Relations, if you need guidance.**

<input type="checkbox"/> Performance	<input type="checkbox"/> Attendance Related	<input type="checkbox"/> Failure to Follow	<input type="checkbox"/> Breach of Security
<input type="checkbox"/> Alcohol/Drug Related	<input type="checkbox"/> False Statements	<input type="checkbox"/> Failure to cooperate	<input type="checkbox"/> Insubordination
<input type="checkbox"/> Creating a Disturbance	<input type="checkbox"/> Discourtesy	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Other
<b>Describe issue:</b>			

<b>Workplace Rules:</b>
<b>Solutions:</b>
<b>Follow up- What actions will be taken if the above expectations are not met?</b>
<b>Additional Notes:</b>

Continue on back or second page if necessary.