

## Policy and Compliance Administration

Date (Month Day, Year)

Mr. Vee Hickle  
12345 North Dakota AVE NE  
Washington DC 20000

Subject: **Time and Attendance – Verbal Counseling**

Dear Mr. Hickle:

As we discussed today, our agency relies on each member of the team to carry out our public mission. Over the course of the past month, we have noticed you reporting for duty at least 10 minutes late on several occasions. This is not consistent with our time and attendance standards and must be rectified.

### Standards

The Department of Human Resources, pursuant to Admin. Or. 2015-01, *Time and Attendance*, requires all agency employees to report to work on time. As specified in the order, “on time” means within 5 minutes of the beginning of your scheduled tour of duty.

### Violations

In the past month you failed to report to duty “on time” as defined by the administrative order on several occasions. As you know, your tour of duty begins promptly at 9:00 a.m. each day. However, on June 1 you arrived at 9:15 a.m.; on June 5 you arrived at 9:17 a.m.; and on June 20 you arrived at 9:35 a.m.

### Expectations Going Forward

You are to report for duty, each day, no later than 9:00 a.m. If your time and attendance does not improve, we will be required to take stronger action, including suspension without pay.

Sincerely,

Employee Supervisor  
[Click here to enter title.](#)