

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section IV - Personnel

SUBJECT: ATTENDANCE & COUNSELING RECORD

REVIEWER(S): President

I. POLICY

The college will adhere to a process which ensures and documents counseling for performance improvement, as needed and accurate attendance recording and reporting.

II. PROCEDURE

A. The attendance & counseling record may be used:

1. By the manager to record absenteeism, sickness, tardiness, death in the family, vacation, and holidays for each employee.
2. By the manager to record a summary of *coaching and* counseling sessions to include verbal, written, and final counseling. A brief, factual description of the problem, counseling notes, action agreed to, and repercussions of failure to meet the action plan are vital.
3. For one calendar year.
4. In a confidential manner and kept in a locked area.

B. Upon termination, the record will be forwarded to human resources.

C. The Attendance & Counseling Record policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____