



CITY OF GARDENA
EMPLOYEE PERFORMANCE COUNSELING REPORT
ADVISORY - NON-DISCIPLINARY

Employee Name:

Department:

Position Title:

Division:

Supervisor:

Title:

Topic:

Date:

Pursuant to the provisions of the City of Gardena Personnel Rules and Regulations, Rule 16, Employee Conduct and Discipline, counseling was provided to advise and assist the employee in modifying his/her performance/conduct to the level required. The employee was advised that the counseling session was "non-disciplinary" but that corrective action is required and that failure to correct the specified performance and/or conduct could result in disciplinary action.

The following is a summary of the counseling session with the employee.

Employee Comment/Response:

Supervisor Signature

Employee Signature