CREW PERFORMANCE FORM

Crew Name & ID#:	Department:
Position Title:	Supervisor's Name & ID#:

SUPERVISOR'S STATEMENT

Describe the incident: *Dates * Description of what happened * Time * Location * Individuals involved * Events that took place (Please attach notes if additional space is required)*

COUNSELLING FOR THE FOLLOWING CONDUCT OR PERFORMANCE:

*Please note that future infractions of the same nature will result in further discipline up to and including employment separation.

CCC policy, procedure, or standard being reviewed: Date of conduct: /   /
                                                                                                    Day   Month   Year

ANY PREVIOUS COUNSELLING FOR SAME CONDUCT

Describe any prior counselling provided to the crew member concerning the same conduct including the date of counselling and roll-off date if applicable. (Please attach notes if additional space is required)

COUNSELLING

☐ Verbal   ☐ Suspension for ____ Days   From: To: ☐ Crew Action Plan
☐ Written   ☐ Separation

Copy of all policies provided to crew member	☐ Yes ☐ No
Dispute Resolution Procedure discussed with crew member	☐ Yes ☐ No

CREW MEMBER COMMENT

Crew member is encouraged to respond to the Supervisor's statement and propose solutions. (Please attach notes if additional space is required)

DECLARATION

CERTIFICATION OF MANAGEMENT REPRESENTATIVE

I certify that I have discussed the discipline being issued with the crew member, fully explained the policy, conduct or performance being counselled.

_____   _____
Signature of Management Representative   Date

ACKNOWLEDGEMENT OF CREW MEMBER

I acknowledge that I have discussed the discipline being issued and received a copy of this Crew Performance Form. I acknowledge that the policy, conduct, or performance being counselled has been explained. **I understand that by signing below I am acknowledging receipt of this document and my signature does not necessarily constitute agreement with its contents.**

_____   _____
Signature of Crew member   Date