



# CITY CRUISES CANADA POLICIES AND PROCEDURES

## CREW PERFORMANCE FORM

Crew Name:	Department:
Position Title:	Supervisor's Name:

### **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**

- |                                  |  |             |           |   |
|----------------------------------|--|-------------|-----------|---|
| <input type="checkbox"/> Verbal  | <input type="checkbox"/> Suspension for ___ Days | From: _____ | To: _____ | <input type="checkbox"/> Crew Action Plan |
| <input type="checkbox"/> Written | <input type="checkbox"/> 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