

April 3, 1985

To: Jack Morton

From: Neil Ryan, Manager, Real Estate branch

Re: Formal Counselling – Report Submission

This memo will summarize our meeting of April 2, 1985

As stated at that time, my purpose was to discuss with you the late submission of your weekly reports, as well as certain errors therein, that have begun to appear over the past several weeks. You may recall our brief discussions on this matter in early March.

As expressed to you, when reports are late or in error, the result is late and inaccurate payments to our clients. You explained that the new computer based reporting procedure was complex and different from those with which you are familiar. I in turn pointed out the importance of staff meeting job requirements in submitting their weekly reports. As a result we agreed that you would be provided with additional instruction in order to overcome this problem.

I will review this matter further with you in early May, 1985. In the interim, please feel free to discuss with me any problems you encounter so I can be of assistance.

Yours truly

Neil Ryan
Manager

Cc: Personnel File – Jack Morton