Employee Information

Name	Adilene Alvarado	Date	5/13/15

This form is to be used as an official statement of a performance problem(s) that an employee must improve. This is a step in the formal disciplinary action process that can result in additional disciplinary action for the employee, up to, and including employment termination if the employee fails to improve.

The purpose of this process is to clearly and specifically state the performance that must improve and the consequences if the performance does not improve.

☑ Documented Verbal   ☐ Performance   ☐ Rest/Meal Breaks
☐ Written Warning   ☑ Attendance   ☐ Conduct
☐ Probation   ☐ Policy   ☐ Other
☐ Suspension/Termination

Statement of Problem(s). Include examples as necessary and the negative impact on the workplace:

Adilene was absent 4/13/15, and late without a text 5/5/15 and 5/13/15, resulting in a balance of 8/11 attendance points. Tardiness negatively affects management's ability to balance lines at the beginning of shifts.

Plan for Improvement:

Adilene will make appropriate arrangements to arrive at work before the start of her shift. If tardiness is inevitable, she will communicate that to management via text before the start of her shift.

Employee comment(s):

ACKNOWLEDGEMENT OF REVIEW

By signing this form, you acknowledge that you have discussed this reprimand in detail with your supervisor and/or managers. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature	*Adilene Alvarado*	Date	5/13/15
Manager Signature	*signature*	Date	05/13/15