



Title:

# FM Employee Reprimand

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## Employee Information

Name	Alejandro Mayorga	Date	5/4/15
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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.

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Documented Verbal | <input type="checkbox"/> Performance           | <input type="checkbox"/> Rest/Meal Breaks |
| <input type="checkbox"/> Written Warning              | <input checked="" type="checkbox"/> Attendance | <input type="checkbox"/> Conduct          |
| <input type="checkbox"/> Probation                    | <input type="checkbox"/> Policy                | <input type="checkbox"/> Other            |
| <input type="checkbox"/> Suspension/Termination       |  |   |

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

Alex was late with a text on 5/1/15 and late without a text on 4/14/15, 4/23/15, and 4/30/15, resulting in a balance of 7.5/11 attendance points. Tardiness negatively affects management's ability to balance lines at the beginning of shifts and may indicate a lack of interest in employment at VSI.

**Plan for Improvement:**

Alex will make suitable arrangements to arrive at work before his scheduled start time. In the event that tardiness is inevitable, he will communicate that to management via text before his shift is scheduled to begin.

**Employee comment(s):**

*Working an additional Full time position, which gives me a minimal Sleep Schedule, will try to get here by the 6:30 start time.*

**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		Date	5/4/15
Manager Signature		Date	05/04/15