



Title:

FM Employee Reprimand

Page:

1 of 2

Employee Information

Name	Alejandro Mayorga	Date	5/12/15
------	-------------------	------	---------

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.

- | | | |
|---|--|---|
| <input type="checkbox"/> Documented Verbal | <input type="checkbox"/> Performance | <input type="checkbox"/> Rest/Meal Breaks |
| <input checked="" 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:

Since his documented verbal warning, Alex has been late with a text on 5/6/15, absent 5/7/15 and late without a text 5/11/15. With only 5/11 attendance points, Alex's absence and tardiness are negatively impacting VSI by inhibiting our ability to forecast production schedules and plan advanced training.

Plan for Improvement:

Alex works two eight-hour shifts per day, so he must find a way to get enough rest to make it to work on time every day. Alternatively, Alex can work overtime at VSI to earn extra income - overtime will be available for the foreseeable future - and work exclusively for VSI.

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		Date	5/12/15
Manager Signature		Date	05/12/15