



Title:

FM Employee Reprimand

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Employee Information

Name	Alisha Koscielniak	Date	5/12/15
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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.

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

From 4/7/15 to 5/11/15, Alisha averaged 58 points per hour – we expect an average of 100 points per hour. Management frequently observes Alisha not working and talking with co-workers. Her unacceptably low production results in a net loss for VSI and hurts morale for high-achieving employees.

Plan for Improvement:

Alisha must maintain her focus throughout the day. If she needs to rotate job duties throughout the day or be moved away from a distracting co-worker, she will communicate that to management. She will give a good-faith effort to average 100 points per hour every day.

Employee comment(s):

I will do my best to bring up my production

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	<i>Alisha Koscielniak</i>	Date	<i>May 12, 2015</i>
Manager Signature		Date	<i>05/12/15</i>