



Title:

FM Employee Reprimand

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Employee Information

Name	Haack, Ryan	Date	3/16/2015
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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 type="checkbox"/> Documented Verbal | <input 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 checked="" type="checkbox"/> Suspension/Termination | | |

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

On 3/12/2015 Ryan texted in that he would be late due to a dentist appointment. He was asked to bring in a note from the dentist, which he was unable to provide. Thursday afternoon Amy and Sonya had a conversation with him explaining policy and letting him know a note from the doctor/dentist would need to be provided at the earliest opportunity. He was given the opportunity to admit he had not been to the dentist, but insisted he had been and stated he would have a note be provided. Ryan was given a fax number to have the dentist send the note to. On Monday 3/16/2015 Ryan admitted he had lied about going to the dentist after providing Amy with his dentist's phone number. Stating he had slept through his alarm and had made a poor choice to lie, but that he had done so because he didn't want to be fired. Amy explained the importance of honesty in the workplace to Ryan.

On 3/16/2015 A manager, Aaron Dittus, observed Ryan using his phone on the production line for about 5 minutes for Facebook. When the manager asked Ryan about it he stated he was changing his music. The cell phone policy was explained to the employee during new hire orientation and the employee signed the acknowledgement form stating he understood the policy.

Plan for Improvement:

Due to the employees pattern of providing false information there is no plan for improvement and the employee's assignment at VSI will be terminated.

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



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this form does not necessarily indicate that you agree with this evaluation.

Employee Signature		Date	3/16/15
Manager Signature		Date	3 3/16/15

Place a copy of the signed form in the employee file.