



Title:

# FM Employee Reprimand

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## Employee Information

Name	Erik Hernandez	Date	5/7/15
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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 type="checkbox"/> Documented Verbal          | <input checked="" type="checkbox"/> Performance | <input type="checkbox"/> Rest/Meal Breaks |
| <input checked="" 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:**

Erik started working at VSI on 4/8/15 and has only once loaded 3,000 probes – the average time to achieve loading certification is fifteen days. Through observation, it appears to management that he is not motivated to become certified and become a strong VSI team member. We believe he has potential, however, his lack of focus distracts himself and others around him from getting their work done.

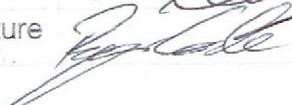
**Plan for Improvement:**

We will continue to track Erik's progress and expect him to be certified by 5/14/15. Management is willing to assist Erik to reach his potential, so we ask that he communicate his needs to achieve his and the company's goals. Lack of improvement and focus will result in further disciplinary action, up to and including termination.

**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	05-07-2015
Manager Signature		Date	05/07/15

**Wednesday, April 08, 2015**

Operation	Qty	Points	Notes
Loading 3 Mil	600	141	Training
<b>Total Time</b>	<b>6.0</b>	<b>Total Points</b>	<b>Average Points/hour: 24</b>

**Thursday, April 09, 2015**

Operation	Qty	Points	Notes
Loading 3 Mil	1000	235	Training
<b>Total Time</b>	<b>8.0</b>	<b>Total Points</b>	<b>Average Points/hour: 29</b>

**Friday, April 10, 2015**

Operation	Qty	Points	Notes
Loading 3 Mil	1100	259	Training
<b>Total Time</b>	<b>8.0</b>	<b>Total Points</b>	<b>Average Points/hour: 32</b>

**Monday, April 13, 2015**

Operation	Qty	Points	Notes
Loading 3 Mil	1400	329	Training
<b>Total Time</b>	<b>8.0</b>	<b>Total Points</b>	<b>Average Points/hour: 41</b>

**Thursday, April 16, 2015**

Operation	Qty	Points	Notes
Loading 3 Mil	1500	353	Training
<b>Total Time</b>	<b>8.0</b>	<b>Total Points</b>	<b>Average Points/hour: 44</b>

**Friday, April 17, 2015**

Operation	Qty	Points	Notes
Loading 3 Mil	2000	471	Training
<b>Total Time</b>	<b>8.0</b>	<b>Total Points</b>	<b>Average Points/hour: 59</b>

**Monday, April 20, 2015**

Operation	Qty	Points	Notes
Loading 3 Mil	2200	518	Now Unsupervised
<b>Total Time</b>	<b>8.0</b>	<b>Total Points</b>	<b>Average Points/hour: 65</b>

**Tuesday, April 21, 2015**

Operation	Qty	Points	Notes
Loading 3 Mil	1600	376	Issues with Base(Line 4)
<b>Total Time</b>	<b>8.0</b>	<b>Total Points</b>	<b>Average Points/hour: 47</b>

**Wednesday, April 22, 2015**

Operation	Qty	Points	Notes
Loading 3 Mil	1600	376	
<b>Total Time</b>	<b>8.0</b>	<b>Total Points</b>	<b>Average Points/hour: 47</b>

**Thursday, April 23, 2015**

Operation	Qty	Points	Notes
Loading 3 Mil	2000	471	Trouble with tweasers
<b>Total Time</b> 8.0	<b>Total Points</b> 471	<b>Average Points/hour: 59</b>	

**Friday, April 24, 2015**

Operation	Qty	Points	Notes
Loading 3 Mil	2200	518	Issue with Tweasers
<b>Total Time</b> 8.0	<b>Total Points</b> 518	<b>Average Points/hour: 65</b>	

**Monday, April 27, 2015**

Operation	Qty	Points	Notes
Loading 3 Mil	2600	612	
<b>Total Time</b> 8.0	<b>Total Points</b> 612	<b>Average Points/hour: 76</b>	

**Tuesday, April 28, 2015**

Operation	Qty	Points	Notes
Loading 3 Mil	3000	706	
<b>Total Time</b> 8.0	<b>Total Points</b> 706	<b>Average Points/hour: 88</b>	

**Thursday, April 30, 2015**

Operation	Qty	Points	Notes
Loading 3 Mil	2000	471	Lack of Bars
<b>Total Time</b> 8.0	<b>Total Points</b> 471	<b>Average Points/hour: 59</b>	

**Friday, May 01, 2015**

Operation	Qty	Points	Notes
Loading 2.5 mil	1500	375	Sick, 1st time loading 2.5mil
<b>Total Time</b> 8.0	<b>Total Points</b> 375	<b>Average Points/hour: 47</b>	

**Monday, May 04, 2015**

Operation	Qty	Points	Notes
Loading 2.5 mil	1500	375	
<b>Total Time</b> 8.0	<b>Total Points</b> 375	<b>Average Points/hour: 47</b>	

**Summary for Date Range 3/1/2015 to 5/7/2015**

**Total time worked in period: 126.0**

**Average work day (hrs): 7.9**

**Total Points Earned in Period: 6,585**

**Average Points/Hour in Period: 52**