



Title:

FM Employee Reprimand

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Employee Information

Name	Jessica Herrera	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:

Jessica was absent 4/27/15; late without a text on 5/1/15, and late with a text on 4/1/15 and 4/23/15, resulting in a balance of 8/11 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:

Jessica will make necessary arrangements to arrive at work before her scheduled start time. In the event that tardiness is inevitable, she will communicate that to management via text before her shift is scheduled to begin.

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	<i>Jessica Herrera</i>	Date	05-04-15
Manager Signature	<i>[Signature]</i>	Date	05/04/15