



Title:

FM Employee Reprimand

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Employee Information

Name	Alisha Koscielniak	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 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:

Alisha was absent 4/6/15, late without a text 4/23/15, and late with a text 4/17/15 and 5/6/15, resulting in an attendance point balance of 8/11. Tardiness negatively affects management's ability to properly balance lines at the beginning of shifts.

Plan for Improvement:

Alisha will make suitable arrangements to arrive at work before the start of her schedule shift. In the event that tardiness is inevitable, she will communicate that to management before the start of her shift.

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	5/8/2015
Manager Signature		Date	05/08/2015