



Title:

FM Employee Reprimand

Page:

1 of 1

Employee Information

Name	MINH NGUYEN	Date	6-1-15
------	-------------	------	--------

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 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:

Pattern of Absenteeism is happening (see spreadsheet)

Plan for Improvement:

REMEMBER to text in IF NOT COMING TO WORK

Employee comment(s):

6.5 pts ds of 6/1/15

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	6/1/15
Manager Signature		Date	6/1/15

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