



Title:

FM Employee Reprimand

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Employee Information

Name	Steven Moua	Date	5/11/15
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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 type="checkbox"/> Performance | <input type="checkbox"/> Rest/M Meal Breaks |
| <input checked="" 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:

Since his documented verbal warning, Steven has been absent on 4/20/15 and 5/8/15, resulting in a balance of 6/11 attendance points. Steven has three absences this quarter, which makes forecasting production capacity difficult for management.

Plan for Improvement:

Steven will address his transportation issue and try to arrange backup plans in case of car failure. He will continue to communicate his status with management if tardiness or absence is inevitable.

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	5/13/15
Manager Signature		Date	05/13/15