



Title:

# FM Employee Reprimand

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## Employee Information

Name	Ruth Mejia	Date	6-2-15
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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 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:**

using phone while on the floor

**Plan for Improvement:**

NO phone on floor. Only on breaks.

**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	6-2-15
Manager Signature		Date	6-2-15

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