



Title:

FM Employee Reprimand

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Employee Information

Name	Anthony Smith	Date	4/29/15
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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.

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|---|--------------------------------------|---|
| <input type="checkbox"/> Documented Verbal | <input type="checkbox"/> Performance | <input type="checkbox"/> Rest/Meal Breaks |
| <input checked="" type="checkbox"/> Written Warning | <input type="checkbox"/> Attendance | <input checked="" 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:

Anthony has been spotted using his phone regularly over the course of the 2015 second quarter. On 4/10/15, his coworkers informed me that Anthony was on his phone that day for an excessive amount of time, so I told him firmly to stay off his phone during his shift. On 4/29/15 – after further complaints during the following weeks – Anthony was spotted by Aaron and me using his phone on separate occasions. After I warned him verbally, he was spotted by co-workers using his phone once again. Use of the phone during one’s shift lowers productivity, shows a lack of respect toward co-workers and management, and is detrimental to morale.

Plan for Improvement:

Anthony will not use his phone during his shift. He will check his phone for texts, change audio, and make phone calls only during breaks. If he has an emergency requiring use of his phone during his shift, he will communicate that to management before using his phone.

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>Anthony Smith</i>	Date	<i>4/29/15</i>
Manager Signature	<i>[Signature]</i>	Date	<i>04/29/15</i>