



Title:

FM Employee Reprimand

Page:

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Employee Information

Name	Susan Anderson	Date	4/28/15
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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:

Sue was late without a text on 4/8/15 and absent on 4/1/15 and 4/17/15, resulting in an attendance point balance of 8/11. Absenteeism negatively affects management's ability to plan production schedules and tardiness inhibits management's ability to balance lines at the beginning of shifts.

Plan for Improvement:

Sue will make suitable arrangements to arrive at work before her schedule start time, and if tardiness is inevitable, she will notify management via text 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	4/28/15
Manager Signature		Date	



FM Employee Reprimand

Employee Information

Name	Susan Anderson	Date	6/19/15
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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 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 her documented verbal warning, Sue was late with a text 6/15/15 and absent 5/1/15 and 6/16/15-6/18/15, resulting in a Q2 attendance point balance of 5.5/11. Absenteeism inhibits management's ability to forecast production schedules and meet customer demand.

Plan for Improvement:

Sue will make all possible arrangements to arrive at work every workday unless previously approved by management. If being absent is inevitable, she will communicate that to management via text before the start of her scheduled 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	6/19/15
Manager Signature		Date	6/19/15

FRIDAY JULY 31, 2015 | 9:26 AM EDT

HOME SETTINGS DEPARTMENTS USERS TIMECARDS REPORTS WHO'S IN

TIMECARDS 1 of 62 SUSAN ANDERSON-000070 | PAY PERIOD 06/21/15 - 07/04/15

DATE	DEPT	IN	OUT	REG	OT1	OT2	VAC	HOL	SIC	OTH	TOTAL	SHOW NOTES
Sun 06/21/15												[+]
Mon 06/22/15	03	06:53	12:01									EDIT [x] [+]
	03	12:44	16:07	8:31							8:31	EDIT [x] [+]
Tue 06/23/15	03	07:07	12:00									EDIT [x] [+]
	03	12:53	16:02	8:02							8:02	EDIT [x] [+]
Wed 06/24/15	03	07:22	12:03									EDIT [x] [+]
	03	12:50	15:57	7:48							7:48	EDIT [x] [+]
Thu 06/25/15	03	07:28	11:56	4:28							4:28	EDIT [x] [+]
Fri 06/26/15												[+]
Sat 06/27/15												[+]
Sun 06/28/15												[+]
Mon 06/29/15	03	07:19	12:00	4:41							4:41	EDIT [x] [+]
Tue 06/30/15												[+]
Wed 07/01/15												[+]
Thu 07/02/15												[+]
Fri 07/03/15	03	4TH OF JULY						8:00			8:00	[+]
Sat 07/04/15												[+]

called in? 70
called in? 70

Hours Worked Week 1: 28:49 | Week 2: 4:41

REG	OT1	OT2	VAC	HOL	SIC	OTH	TOTAL
33:30				8:00			41:30
Total Hours							

DEPT DEPARTMENT TRANSFER TOTAL ACCRUED USED AVAIL

FRIDAY JULY 31, 2015 | 9:26 AM EDT

HOME SETTINGS DEPARTMENTS USERS TIMECARDS REPORTS WHO'S IN

TIMECARDS 1 of 62 SUSAN ANDERSON-000070 | PAY PERIOD 07/05/15 - 07/18/15

DATE	DEPT	IN	OUT	REG	OT1	OT2	VAC	HOL	SIC	OTH	TOTAL	SHOW	NOTES
Sun 07/05/15												[+]	
Mon 07/06/15	03	07:22	12:00									EDIT [x] [+]	
	03	12:58	16:10	7:50							7:50	EDIT [x]	
Tue 07/07/15	03	07:24	12:01									EDIT [x] [+]	
	03	12:54	15:58	7:41							7:41	EDIT [x]	
Wed 07/08/15	03	07:25	12:00									EDIT [x] [+]	
	03	12:52	16:03	7:46							7:46	EDIT [x]	
Thu 07/09/15	03	07:23	11:59									EDIT [x] [+]	
	03	12:47	16:01	7:50							7:50	EDIT [x]	
Fri 07/10/15	03	07:26	11:13	3:47							3:47	EDIT [x] [+]	
Sat 07/11/15												[+]	
Sun 07/12/15												[+]	
Mon 07/13/15												[+]	
Tue 07/14/15												[+]	
Wed 07/15/15	03	07:24	12:01									EDIT [x] [+]	
	03	12:52	15:50	7:35							7:35	EDIT [x]	
Thu 07/16/15	03	07:22	11:55									EDIT [x] [+]	
	03	12:53	14:43	6:23							6:23	EDIT [x]	
Fri 07/17/15	03	07:30	12:00									EDIT [x] [+]	
	03	12:53	16:05	7:42							7:42	EDIT [x]	
Sat 07/18/15												[+]	

Called in sick > ①
Called in Sick

Report - VSI Parylene /Vertical Solutions Inc.
07/01/15 07/31/15

LAST NAME	FIRST NAME	PAYROLL ID	DATE	IN	OUT	TOTAL	DEPARTMENT CODE	IN LOCATION	OUT LOCATION
Anderson	Susan	000070	07/06/2015	07:22	12:00	4:38	03	TimeClock_325-2	TimeClock_325-2
Anderson	Susan	000070	07/06/2015	12:58	16:10	3:12	03	TimeClock_325-2	TimeClock_325-2
Anderson	Susan	000070	07/07/2015	07:24	12:01	4:37	03	TimeClock_325-2	TimeClock_325-2
Anderson	Susan	000070	07/07/2015	12:54	15:58	3:04	03	TimeClock_325-2	TimeClock_325-2
Anderson	Susan	000070	07/08/2015	07:25	12:00	4:35	03	TimeClock_325-2	TimeClock_325-2
Anderson	Susan	000070	07/08/2015	12:52	16:03	3:11	03	TimeClock_325-2	TimeClock_325-2
Anderson	Susan	000070	07/09/2015	07:23	11:59	4:36	03	TimeClock_325-2	TimeClock_325-2
Anderson	Susan	000070	07/09/2015	12:47	16:01	3:14	03	TimeClock_325-2	TimeClock_325-2
Anderson	Susan	000070	07/10/2015	07:26	11:13	3:47	03	TimeClock_325-2	TimeClock_325-2
Anderson	Susan	000070	07/15/2015	07:24	12:01	4:37	03	TimeClock_325-2	TimeClock_325-2
Anderson	Susan	000070	07/15/2015	12:52	15:50	2:58	03	TimeClock_325-2	TimeClock_325-2
Anderson	Susan	000070	07/16/2015	07:22	11:55	4:33	03	TimeClock_325-2	TimeClock_325-2
Anderson	Susan	000070	07/16/2015	12:53	14:43	1:50	03	TimeClock_325-2	TimeClock_325-2
Anderson	Susan	000070	07/17/2015	07:30	12:00	4:30	03	TimeClock_325-2	TimeClock_325-2
Anderson	Susan	000070	07/17/2015	12:53	16:05	3:12	03	TimeClock_325-2	TimeClock_325-2
Anderson	Susan	000070	07/20/2015	07:25	12:00	4:35	03	TimeClock_325-2	TimeClock_325-2
Anderson	Susan	000070	07/20/2015	12:53	16:01	3:08	03	TimeClock_325-2	TimeClock_325-2
Anderson	Susan	000070	07/21/2015	07:22	12:00	4:38	03	TimeClock_325-2	TimeClock_325-2
Anderson	Susan	000070	07/21/2015	12:54	-----		03	TimeClock_325-2	TimeClock_325-2

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