Employee Information

Name	Zach Campbell	Date	5/27/15

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.

☑ Documented Verbal
☐ Written Warning
☐ Probation
☐ Suspension/Termination

☐ Performance ☐ Rest/Meal Breaks
☑ Attendance ☐ Conduct
☐ Policy ☐ Other

Statement of Problem(s). Include examples as necessary and the negative impact on the workplace:

Zach was late without a text on 5/8/15, 5/20/15, and 5/27/15, resulting in a Q2 attendance point balance of 8/11. Tardiness negatively affects management's ability to balance lines at the beginning of shifts.

Plan for Improvement:

Zach will make appropriate arrangements to arrive at work before his scheduled start time. If tardiness is inevitable, he will communicate that to management via text before the start of his 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	05/27/2015
Manager Signature		Date	05/27/15