

**RECORD OF
DISCIPLINARY ACTION
*RECORD DE ACCIÓN
DISCIPLINARIA***



Employee Name/Nombre del Empleado(a) (Last/Apellido) (First/Primer Nombre) (Middle/Segundo Nombre)			Social Security No./Número de Seguro Social:
Date of Warning/Fecha de la Avertencia: Date of Incident/Fecha del Incidente: Department Supervisor – Departamento Supervisor:			

Verbal Warning Written Warning Final Warning Suspension Termination
 /Advertencia Verbal /Advertencia Escrita /Advertencia Final Suspencion

TYPE OF VIOLATION/TIPO DE VIOLACION

- | | | |
|--|---|--|
| Unexcused Absence | <input type="checkbox"/> Harrassment | <input type="checkbox"/> Carelessness |
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Leaving without permission | <input type="checkbox"/> Destruction of company property |
| <input type="checkbox"/> Threatening or engaging in violence | <input type="checkbox"/> Substandard Work | <input type="checkbox"/> Improper conduct |
| <input type="checkbox"/> Dishonesty | <input type="checkbox"/> Substandard Housekeeping | <input type="checkbox"/> Violation of company rules of conduct |
| <input type="checkbox"/> Lack of cooperation/teamwork | <input type="checkbox"/> Violation of safety rules | Other Excessive Absences |
| <input type="checkbox"/> Failure to follow instructions | <input type="checkbox"/> Reporting under the influence of alcohol/drugs | |

EMPLOYER STATEMENT (Attach separate sheet if necessary)/ DECLARACION DEL PATRON (Si es necesario, adjunte otra hoja)

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EMPLOYEE STATEMENT (Attach separate sheet if necessary)/ DECLARACION DEL EMPLEADO(A) (Si es necesario, adjunte otra hoja)

ACTION TO BE TAKEN (INCLUDE TIME FRAME)/ACCION A TOMAR (INCLUYA EL TIEMPO)

CONSEQUENCES OF FAILURE TO IMPROVE

Discipline up to and including termination Suspension Immediate Termination

Employee Acknowledgment/Aceptacion del Empleado(a)

I understand that 20/20 Plumbing & Heating, Inc.. is an "at-will" employer, meaning that my employment has no specified term and that the employment relationship may be terminated any time at the will of either party on notice to the other. I also realize that 20/20 Plumbing & Heating, Inc. is opting to provide me with corrective action measures, and can terminate such corrective measures at any time, solely at its own discretion, and that the use of progressive discipline will not change my at-will employment status.

Yo entiendo que 20/20 Plumbing & Heating, Inc. es un empleador "at-will", queriendo decir que mi empleo no tiene un termino específico y que mi relación de empleo puede ser terminada en cualquier momento a la voluntad de cualquier parte en el aviso al otro. También entiendo que 20/20 Plumbing & Heating, Inc. está optando por proveerme con acciones disciplinarias correctivas, y que puede terminar tales acciones correctivas en cualquier momento a su propia discreción, y que el uso progresivo de disciplina no cambiara estado de empleo "at-will".

I have received a copy of this notification. It has been discussed with me, and I have been advised to take time to consider it before I sign it. I have freely chosen to agree to it, and I accept full responsibility for my actions. By signing this, I commit to follow the company's standards of performance and conduct.

He recibido una copia de esta notificación. Ha sido discutida conmigo, y he sido aconsejado a tomar tiempo para pensar antes de firmar. He decidido libremente a estar de acuerdo con la notificación, y a aceptar completamente las responsabilidades de mis acciones. Al firmar, yo me comprometo a seguir los estándares de la compañía de desempeño y conducta.

Employee Signature/Firma del Empleado(a)

Date/Fecha

Supervisor Signature/Firma del Supervisor(a)

Date/Fecha