

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./Numero de Seguro Social:
Date of Warning/Fecha de la Advertencia:	Date of Incident/Fecha del Incidente:	Department Supervisor – Departamento Supervisor:	

- ☐ Verbal Warning
/Advertencia Verbal

☐ Written Warning
/Advertencia Escrita

☐ Final Warning
/Advertencia Final

☐ Suspension
Suspension

☐ Termination

TYPE OF VIOLATION/TIPO DE VIOLACION

- ☐ Unexcused Absence

☐ Tardiness

☐ Threatening or engaging in violence

☐ Dishonesty

☐ Lack of cooperation/teamwork

☐ Failure to follow instructions

☐ Harrassment

☐ Leaving without permission

☐ Substandard Work

☐ Substandard Housekeeping

☐ Violation of safety rules

☐ Reporting under the influence of alcohol/drugs

☐ Carelessness

☐ Destruction of company property

☐ Improper conduct

☐ Violation of company rules of conduct

 Other Excessive Absences

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

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 my empleo no tiene un termino especifico 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