[](http://akita/CMS400/uploadedImages/Communications/Logos/Logo_CorpBW.jpg)

**CORRECTIVE ACTION Form (CAF)**

**UNION LOCATIONS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** | | **11/22/2023** | | | | **🞎** | **Associate Copy** |
| **To:** | **Tionne Gavros, Barista** | | | | | **🞎** | **File Copy** |
| **From:** | | | **Vladislav Donighevici, General Manager** | | |  |  |
| **Subject:** | | | | **Attendance** | |  |  |
| **Attachments:** | | | | |  |  |  |

Explain in detail the policy violation/performance issue, include: who, what, where, when & how. Include previous warnings, notes to file, etc. and next steps.

***Explanation:***

Tionne, you are being issued 9 attendance points for the below attendance occurances:

|  |  |  |  |
| --- | --- | --- | --- |
| 11/14/2023 | Tardy – 33 Minutes | 1 | Point |
| 11/15/2023 | Tardy – 20 Minutes | 1 | Point |
| 11/19/2023 | Tardy – 7 Minutes | 1 | Point |
| 11/20/2023 | Absent for Entire Shift | 3 | Points |
| 11/08/2023 | Absent for Entire Shift | 3 | Points |
|  | Total Attendance Points Issued | 9 | Points |

Prior to receiving these 9 points, you had 19 points on your attendance log. Of those 19 points, 6 points now fall outside a rolling six-month period and will be deducted from your attendance log point balance. The 9 points being issued today for 11/08/2023 and 11/20/2023 will be added to your attendance log. This beings your total accrued attendance points to 22 points.

|  |  |  |  |
| --- | --- | --- | --- |
| Previously Issued Attendance Points |  | 19 | Points |
| Points Falling Off (Rolling six-month period) | - | 6 | Points |
| New Attendance Points Issued | + | 9 | Points |
| Total Attendance Points Accrued | = | 22 | Points |

Below is a breakdown for all points currently on your attendance log:

|  |  |  |  |
| --- | --- | --- | --- |
| 08/05/2023 | Tardy – 20 Minutes | 1 | Point |
| 08/07/2023 | Tardy – 30 Minutes | 1 | Point |
| 08/08/2023 | Tardy – 23 Minutes | 1 | Point |
| 08/09/2023 | Tardy – 30 Minutes | 1 | Point |
| 08/15/2023 | Absent for Entire Shift | 3 | Points |
| 09/05/2023 | Tardy – 11 Minutes | 1 | Point |
| 09/06/2023 | Tardy – 16 Minutes | 1 | Point |
| 09/10/2023 | Tardy – 14 Minutes | 1 | Point |
| 09/11/2023 | Tardy – 15 Minutes | 1 | Point |
| 09/12/2023 | Tardy – 15 Minutes | 1 | Point |
| 09/13/2023 | Tardy – 15 Minutes | 1 | Point |
| 11/14/2023 | Tardy – 33 Minutes | 1 | Point |
| 11/15/2023 | Tardy – 20 Minutes | 1 | Point |
| 11/19/2023 | Tardy – 7 Minutes | 1 | Point |
| 11/08/2023 | Absent for Entire Shift | 3 | Points |
| 11/20/2023 | Absent for Entire Shift | 3 | Points |

The HMSHost Portland Attendance Policy states:

“Absences, tardies or early leaves will be tracked by an accumulation of points and assessed according to the following scale. Points will be administered in a six-month rolling period.

Tardy/Early Leaves up to 30 minutes 1 point

Tardy/Early Leave between 31 minutes and 2 hours 2 points

Absences for the entire shift 3 points

Tardy beyond 2 hours 3 points

No Call No Show 11 points

Using the point system, progressive corrective action will occur as indicated:

6 points Documented Verbal Warning

10 points 1st Written Warning

13 points 2nd Written/Final Warning

15 + points Termination

Any accumulation of there (3) final warning (each final warning = 13 points) for tardies, early leaves, and/or absences combined within a twelve (12) month period from the date of the first infraction will result in termination. Three (3) No Call No Shows for consecutive shifts will be considered a voluntary resignation.”

Tionne, on 11/28/2022 you signed an acknowlegement stating that you “received, read, and/or discussed this policy, understood the policy and agree to abide by this policy.”

In allignment with the Attendance and Progressive Correction Action policies, you have previously received the following Progressive Corrective Action documents regarding your attendance:

* 03/26/2023 – Documented Verbal Warning
* 08/16/2023 – 1st Written Warning
* 09/20/2023 – 2nd/Final Written Warning

Tionne, you have accumulated a total of 21 attendance points within a rolling six-month period. In allignment with our Attendance and Progressive Correction Action policies, your employment with HMSHost is terminated effective 10/07/2023 for meeting or exceeding 15 attendance points.

**Please write below the step that this corrective action applies to according to the disciplinary action process in your Collective Bargaining Agreement (CBA).**

***This serves as your:***

|  |  |
| --- | --- |
|  |  |
| **Termination** |  |
|  |  |
|  |  |

Please sign below indicating that you have read and received a copy of this document. If desired, you may use the back side to provide your written statement.

Associate’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness/Translator’s Signature if required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness/Translator’s Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_