



EMPLOYEE ACTION REPORT

Date _____

Store # _____

NAME: _____ Owner _____ Manager _____ Asst'l Mgr _____ Other _____
First Last

SECTION I: COMPANY POLICY VIOLATIONS

(Check where appropriate & describe below)

PERFORMANCE

- _____ Not following cashier procedure
- _____ Giving product away
- _____ Eating product without paying for it
- _____ Taking product out of store without paying for it and/or without a receipt
- _____ Mishandling company funds
- _____ Serious cash deposit inaccuracies
- _____ Failure to follow Owner's/Manager's and/or Ass't Manager's instructions
- _____ Not doing assigned work
- _____ Refusal to work with other employees
- _____ Damage to or mishandling of property and/or product
- _____ Unexcused absence and/or lateness
- DATE: _____ TIME: _____

CONDUCT

- _____ Use of profanity and/or racial, religious, prejudicial remarks
- _____ Rude to customer
- _____ Showing poor and/or unprofessional attitude while on the job
- _____ Inappropriate behavior

OTHER

- _____ Lying on employment application
- _____ Fighting on job premises
- _____ Under the influence of alcohol, or drugs while on the job
- _____ Failure to follow uniform policy
- _____ Possession of a weapon on company premises

MUST SPECIFY DETAILS OF VIOLATION:

SECTION II: DISCIPLINARY ACTION (check applicable items)

- | | |
|--|--------------------------------|
| _____ Verbal warning only, next occurrence will be written | _____ Second written warning |
| _____ First written warning | _____ Send disciplinary letter |
| _____ Send disciplinary letter | _____ Immediate suspension |
| | _____ 1 day _____ 3 days |

COMMENTS:

SECTION III: INVOLUNTRY TERMINATION:

Date approved by Owner / Manager / Asst. Manager _____
 LAST DAY WORKED: _____
 REASON: _____
 EMPLOYEE COMMENTS: _____

SECTION IV: VOLUNTARY TERMINATION (Check applicable items)

- LAST DAY WORKED: _____
- | | |
|---|-----------------------------|
| _____ Walked off shift | _____ Death in family |
| _____ No show for 3 or more consecutive scheduled work days | _____ Dissatisfied with job |
| _____ Employee called in to voluntarily quit | _____ Relocation |
| _____ Spoke to: _____ | _____ Took another job |
| _____ Return to school | _____ Where _____ |
| _____ Health reasons | _____ Other: _____ |