

PERFORMANCE ACTION NOTICE

EMPLOYEE NAME	EMPLOYEE NO.	DEPT./COMM. UNIT	LOCATION
Ben Franklin	GRX901	VIOC	05-PINE STREET
IMMEDIATE SUPERVISOR/MANAGER		SUPERVISOR/MANAGER'S MANAGER	
GEORGE WASHINGTON		ABRAHAM LINCOLN	

LEVEL OF DISCIPLINE

Verbal Warning	Written Warning	X	Final Written Warning*	Termination
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Current Incident Description and Supporting Details: *(Description of Incident with Date, Time and Location of occurrence, as well as Organizational Impact. Attach any supporting documents.)*

Ben Franklin was 30 minutes late for his scheduled shift at store GR0005 on 1/15/76. Ben has been warned both verbally and in writing that his attendance for scheduled shift is vital for his continued employment. Ben is being given a final written warning about this tardiness.

Valvoline Instant Oil Change expects all of its employees to adhere to an acceptable level of performance. Failure to improve and maintain a satisfactory level of performance may result in further disciplinary action, up to and including termination.

Previous Disciplinary Action: *(Attach documentation)*

Level of Discipline	Date	Incident
Verbal Warning	1/5/76	45 Min Late for work
Written Warning	1/10/76	30 Min Late for work

Guidelines to address the issue:

1. Expectations: Ben is to be at work so that he is in uniform and ready to work at the starting time of his scheduled shift	2. Measurable/Tangible Improvement Goals: No tardiness is acceptable. Must be clocked in on-time
3. Measurement Timeframe: Immediate improvement	4. Training or Special Direction to be provided: This warning and additional verbal counseling on the importance of being on-time for work

5. Employee's Recommendation/s for Improvement: (Employee can enter any comments they may have)

EMPLOYEE ACKNOWLEDGEMENT

This Document Was Issued To Employee on _____ (Date)

I have received a copy of this notification and it has been reviewed with me. I understand that failure to meet the expectations outlined above and sustain an acceptable level of performance moving forward may result in further disciplinary action, up to and including termination. I understand that if termination results, the Company will provide me with only wages owing me to the date of termination and any accrued vacation pay.

Employee Signature

Date

Manager/Supervisor Signature

Date