



La Parrilla Mexican Restaurant

Write up

Employee Information

Employee Name: Alexandra Salgado
Parrilla N°: 3 Position: Services Manager

Job performance assessment:

- | | | | |
|--|---|---|---|
| ☐ Lack of punctuality
late arrival/early dept. | ☐ High number of
unexcused absences | ☐ All around poor job
performance/quality | ☐ Rudeness to
employee/customer |
| ☒ Violation of
company
policy/procedures | ☐ Poor Attitude | ☐ Performance
resulting in poor
customer
satisfaction | ☐ Other: _____ |

*Give explanation in details:

Closing the restaurant before the hours that the restaurant operated, two wednesday at 9:30 (01.10) and 9:45 (01.17).

Employee understands and agrees with these comments. Further disciplinary action will follow if employee's professional performance is not improved as a result of this written warning.

[Signature]

Employee Signature

01/12/2019

Date

Disciplinary Action

- ☐ Warning only ☐ Suspension with no pay: _____ days ☒ Dismissal

For Dismissal: Last day of work (if different from above): _____

[Signature]

Manager Signature

02.12.2019

Date



Revised March 2013



RECORD OF EMPLOYEE CONVERSATION

☐ Phone Call ☐ Text Message ☒ In-Person ☐ Email or Chat

EMPLOYEE NAME

Print Employee Name (Last, First, & Middle)

Salgado, Alexandra

Parrilla Nº

Date of Incident:

Meeting Time:

3 Flowering Branch

01-10-19/01-17-19

02-05-19 3:00pm

SUMMARY OF CONVERSATION

(Please continue on reverse side, if necessary.)

Hay meses 02-05 se hablo con la SM Alexandra Salgado ya que en mas de una ocasion se a venido cerrando el restaurante parcialmente antes de los horas establecidos por la corporacion, establecidas de domingo a jueves de 11:00 am a 10:00pm, en los miercoles se cerro 01-10 y 01-17 a 9:35 y 9:45 respectivamente, afectando la experiencia de los invitados y del restaurante. Las horas de operacion del Restaurante estan establecidos en el Employee general book page 32 primer apate.

Supervisor Signature:

[Signature]

Name (print):

Jan Lozano

Title:

District manager

Date:

02-05-2019

Employee Signature:

Name (print):

Title:

Date:

Witness Signature:

[Signature]

Name (print):

Elvira Escamilla

Title:

Date:

02-12-2019

