

Choices in Community Living, Inc.

Reporting Work Tracking Form

Date:

To:

From:

CC:

Re: Reporting Work

On _____, you did not report the time of your shift _____ am/pm for the _____ program. It is expected that you report your time by the end of your shift.

This form is used as a tracking device to accurately document any work not reported on time. If your reporting work becomes a concern, a formal write up will be completed to include an improvement plan, up to and including suspension. I am committed to working with you on problems that may incur. However, it is your responsibility to notify me of any concerns you may have regarding reporting your work. Late reporting may result in delay of pay.

Again, it is expected that you report your time by the end of your shift. You also can report your work up to 2 hours before the end of your shift. We understand that things might happen at the end of your shift that will not allow for you to document your reported work, therefor, there is a grace period of 36 hours after your shift ends before it is considered late.

I have read and understand the contents of this memo. My signature below only acknowledges understanding and confirmation of this document. Your signature does not necessarily indicate agreement.

Employee's Signature

Date

Manager's Signature

Date