



Disciplinary Report Form

Employee name: Rosa Marquez	Hire Date: 08/07/2010	Job title: Sanitation/North
Department: Production	Shift: 1st	Supervisor: Jeff Ramaker

Offense track: Performance issue Work rule violation, **Work rule violated, if any:**

Type of offense: Absenteeism Tardiness Misuse of property/equipment Using property/equipment for personal use Leaking confidential information Theft or fraud Lying or cheating Falsifying company documents Unsafe behavior Eating in undesignated areas Smoking in undesignated areas Posting items without permission Spreading gossip Using vulgar language Horseplay Indecent behavior Bringing weapon onsite Bringing illegal drugs/alcohol onsite Failing to follow instructions Poor work quality Poor work quantity Refusing to work Sleeping on the job Poor hygiene Poor housekeeping Disregarding dress code Other Disruption in the work place Threatening or creating conflict w/ coworkers

Creating conflict with co-workers
 Disrespecting co-workers

Incident description: (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)
On 2/4/16 at 9:30am Rosa was seen and heard yelling at co-workers and throwing cardboard and plastic. Then at 1:00pm, the dock employees were still at garbage compacter removing garbage and Rosa became upset. She yelled and became very loud. She was loud enough for the production employees to hear her.

Completed by: Kelsey Sikkink	Date: 2/8/16
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(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: _____ Offense: _____ Date: _____ Type: _____ Offense: _____ Date: _____
Written Warning	

Consequence if incident occurs again:
Possible final and/or assignment end depending on the offense

Human Resources Signature(s): Kelsey Sikkink	Date: 2/8/16
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Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

Employee signature:  **Date:** 2-9-2016

Witness signature (if any): _____ **Date:** _____

Signature of person presenting report: _____ **Date:** _____