



## Disciplinary Report Form

<b>Employee name:</b> Jessica Armburst	<b>Hire Date:</b> 11/15/2016	<b>Job title:</b> Production
<b>Department:</b> Production	<b>Shift:</b> 1 <sup>st</sup>	<b>Supervisor:</b> Bunthy Douk

**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

### Absenteeism

**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.)

### Unexcused Absence on 10/5/2018

<b>Completed by:</b> Sierra Peterson	<b>Date:</b> 10/8/2018
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(Shaded area to be completed by Human Resources only.)

**Progressive step:**  Oral warning\*    Suspension (unpaid)    Written reprimand    Release    Suspension (paid) \*File apart from personnel files and copies thereof

### Written Warning for the Attendance Policy

**Previous warnings:** Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:

12/18/2018- Notification for the attendance policy  
 12/28/2017- Verbal warning for the attendance policy  
 1/5/2018- Verbal warning for the attendance policy  
 1/8/2018- Verbal warning for the attendance policy  
 3/13/2018- Verbal warning for the attendance policy  
 3/26/2018- Verbal warning for the attendance policy  
 3/27/2018- Verbal warning for the attendance policy  
 5/30/2018- Notification for the attendance policy  
 7/7/2018- Notification for the attendance policy  
 8/29/2018- Notification for the attendance policy  
 9/17/2018- Verbal warning for the attendance policy  
 9/18/2018- Verbal warning for the attendance policy  
 9/19/2018- Verbal warning for the attendance policy  
 9/20/2018- Verbal warning for the attendance policy  
 9/21/2018- Verbal warning for the attendance policy  
 9/24/2018- Verbal warning for the attendance policy

**Consequence if incident occurs again:**  
Possible Written Warning / Possible Final Warning

<b>Human Resources Signature(s):</b> Kelsey Sikkink	<b>Date:</b> 10/8/2018
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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.)

Go 2 months without calling in  
**\*\*Please sign and return to CMG\*\***

**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:** \_\_\_\_\_  
**Witness signature (if any):** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature of person presenting report:** \_\_\_\_\_ **Date:** \_\_\_\_\_