Disciplinary Report Form

Employee name: Juana Arteaga	Hire Date: 10/08/12	Job title: Sanitation
Department: Production	Shift: 1st	Supervisor: Jamie Sorenson

Offense track: X_ 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

_X_ 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 from work on 4/16/14

Completed by: Kelsey Sikkink	Date: 4/16/14

(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**	**Previous warnings:** Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: Verbal 2/19/14, verbal 2/4/14, verbal 1/6/14, verbal 12/18/13, verbal 8/21/13

Consequence if incident occurs again:
Possible final and/or assignment end

Human Resources Signature(s): Kelsey Sikkink	**Date** 4/16/14

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:** 04-29-14
Witness signature (if any): _____ **Date:** _____
Signature of person presenting report: Kelsey Sikkink **Date:** 4/29/14