



# Disciplinary Report Form

<b>Employee name:</b> Juana Arteaga	<b>Hire Date:</b> 6/30/2008	<b>Job title:</b> Production
<b>Department:</b> Sanitation	<b>Shift:</b> 1st	<b>Supervisor:</b> Jamie Sorenson

**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 8/26/2019**

<b>Completed by:</b> Diana Elton	<b>Date:</b> 8/28/2019
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**(Shaded area to be completed by Human Resources only.)**

<b>Progressive step:</b> <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input checked="" type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid)    *File apart from personnel files and copies thereof	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: January 2019 to Date: 8 Verbal for Attendance 1 Written for Attendance
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**Written 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> 8/28/2019
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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:** \_\_\_\_\_