



# Disciplinary Report Form

<b>Employee name:</b> Dane Kheng	<b>Hire Date:</b> 4/30/2019	<b>Job title:</b> Production
<b>Department:</b> Production	<b>Shift:</b> 2nd	<b>Supervisor:</b> Jonny Soth

**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 12/16/2019

<b>Completed by:</b> Diana Elton	<b>Date:</b> 12/17/2019
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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:

- 10/11/2019 - Notification for attendance
- 10/31/2019 - Verbal for attendance
- 12/4/2019 - Verbal for attendance
- 12/16/2019 - Written for attendance

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

<b>Human Resources Signature(s):</b> <i>Kelsey Sikkink</i>	<b>Date:</b> 12/17/2019
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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:** \_\_\_\_\_  
**Witness signature (if any):** \_\_\_\_\_  
**Signature of person presenting report:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

*Mailed 12/17/19*



## Disciplinary Report Form

<b>Employee name:</b> Dane Kheng	<b>Hire Date:</b> 4/30/2019	<b>Job title:</b> Production
<b>Department:</b> Production	<b>Shift:</b> 2 <sup>nd</sup>	<b>Supervisor:</b> Jonny Soth
<b>Offense track:</b> <input checked="" type="checkbox"/> Performance issue <input type="checkbox"/> Work rule violation, <b>Work rule violated, if any:</b>		
<b>Type of offense:</b> <input checked="" type="checkbox"/> Absenteeism <input type="checkbox"/> Tardiness Misuse of property/equipment <input type="checkbox"/> Using property/equipment for personal use <input type="checkbox"/> Leaking confidential information <input type="checkbox"/> Theft or fraud <input type="checkbox"/> Lying or cheating <input type="checkbox"/> Falsifying company documents <input type="checkbox"/> Unsafe behavior <input type="checkbox"/> Eating in undesignated areas <input type="checkbox"/> Smoking in undesignated areas <input type="checkbox"/> Posting items without permission <input type="checkbox"/> Spreading gossip <input type="checkbox"/> Using vulgar language <input type="checkbox"/> Horseplay <input type="checkbox"/> Indecent behavior <input type="checkbox"/> Bringing weapon onsite <input type="checkbox"/> Bringing illegal drugs/alcohol onsite <input type="checkbox"/> Failing to follow instructions <input type="checkbox"/> Poor work quality <input type="checkbox"/> Poor work quantity <input type="checkbox"/> Refusing to work <input type="checkbox"/> Sleeping on the job <input type="checkbox"/> Poor hygiene <input type="checkbox"/> Poor housekeeping <input type="checkbox"/> Disregarding dress code <input type="checkbox"/> Other <input type="checkbox"/> Disruption in the work place <input type="checkbox"/> Threatening or creating conflict w/ coworkers		
<h3>Absenteeism</h3>		
<b>Incident description:</b> (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.)		
<h2>Unexcused Absence on 1/16/2020</h2>		
<b>Completed by:</b> Diana Elton		<b>Date:</b> 1/20/2020
(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: 10/11/2019 - Notification for attendance 10/31/2019 - Verbal for attendance 12/4/2019 - Verbal for attendance 12/16/2019 - Written for attendance	
<h2>Written Warning for the Attendance Policy</h2>		
<b>Consequence if incident occurs again:</b> <b>Possible Written Warning / Possible Final Warning</b>		
<b>Human Resources Signature(s):</b> Kelsey Sikkink		<b>Date:</b> 1/20/2020
<b>Employee statement:</b> <input type="checkbox"/> I agree with the incident description above. <input type="checkbox"/> I disagree with the incident description above. <b>Date report presented to employee:</b>		
<b>Employee comments:</b> (Attach sheets if necessary.)  <div style="text-align: center;"> <h3>Go 2 months without calling in</h3> <p><b>**Please sign and return to CMG**</b></p> </div>		
<b>Employee acknowledgement:</b> 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.		
<b>Employee signature:</b> _____		<b>Date:</b> _____
<b>Witness signature (if any):</b> _____		<b>Date:</b> _____
<b>Signature of person presenting report:</b> _____		<b>Date:</b> _____