



### Disciplinary Report Form

<b>Employee Name:</b> Dalinna Kheng	<b>Hire Date:</b> 4/17/2018	<b>Job Title:</b> Production
<b>Department:</b> Production	<b>Shift:</b> 2 <sup>nd</sup>	<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 12/5/2019

<b>Completed By:</b> <i>Diana Elton</i>	<b>Date:</b> 12/6/2019
--	---------------------------

**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/Offence/Date From 12/18/2018 to Date: 3 Notification of Attendance 6 Verbal of Attendance 2 Written of Attendance
--	--

**Written Warning for the Attendance Policy**

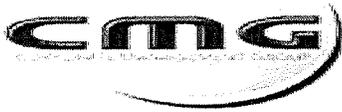
**Consequence if incident occurs again:**  
Possible Written Warning / Possible Final Warning

<b>Human Resources Signature(s):</b> <i>Kelsey Sikkink</i>	<b>Date:</b> 12/6/2019
---	---------------------------

**Employee Comments: (Attach sheets if necessary.)**

**Go Two (2) Months Without Calling In**  
 If you have any questions, please contact CMG.  
 (507) 923-4955

\*\* Copy Mailed on 12/6/2019 \*\*



# Disciplinary Report Form

<b>Employee name:</b> Dalinna Kheng	<b>Hire Date:</b> 4/17/2018	<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 1/13/2020

<b>Completed by:</b> Diana Elton	<b>Date:</b> 1/14/2020
-------------------------------------	---------------------------

(Shaded area to be completed by Human Resources only.)

<p><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</p> <h2>Final Warning for the Attendance Policy</h2>	<p><b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>1/26/2019 - Notification for attendance 3/8/2019 - Verbal for attendance 4/2/2019 - Verbal for attendance 5/2/2019 - Verbal for attendance 8/5/2019 - Notification for attendance 8/26/2019 - Verbal for attendance 10/9/2019 - Verbal for attendance 11/11/2019 - Written for attendance 12/5/2019 - Written for attendance</p>
--	---

**Consequence if incident occurs again:**  
**Possible Final Warning / Possible Assignment End**

<b>Human Resources Signature(s):</b> Kelsey Sikkink	<b>Date:</b> 1/14/2020
---	------------------------

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

*Bring in doc note May return to work 1/14/20 called 1/14 message*