Disciplinary Report Form

Employee name: Maria Le	**Hire Date:** 10/12/2011	**Job title:** Production
Department: MV1 Production	**Shift:** 1st	**Supervisor:** Bunthy

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

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 from work 12/7/2015

Completed by: Garrison Lenz	**Date:** 12/8/2015

(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**	**Previous warnings:** Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 12/1/15- Written 8/24/15-Notification 9/29/15-Notification/Tardy 8/23/15- Notification 9/28/2015- Written 9/03/2015- Notification/tardy 9/02/2015- Verbal 8/27/2015- Verbal 8/25/2015-notification

Consequence if incident occurs again:
Possible Final Warning or Assignment End

Human Resources Signature(s):	**Date**

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.)

Left Message 12/8/2015

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:** _____