



Disciplinary Report Form

Employee name: <u>Susana Lakosang</u>	Hire Date: <u>02/30/2012</u>	Job title: <u>Production</u>
Department: <u>Hormel</u>	Shift: <u>2nd</u>	Supervisor: <u>Jeff Ramaker</u>
Offense track: <input checked="" type="checkbox"/> Performance issue <input type="checkbox"/> Work rule violation Work rule violated, if any:		
Type of offense: <input checked="" type="checkbox"/> Absenteeism <input type="checkbox"/> Tardiness <input type="checkbox"/> Leaving work area without permission <input type="checkbox"/> Misuse of property/equipment <input type="checkbox"/> Damaging/Losing 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"/> Fighting or creating conflict <input type="checkbox"/> Spreading gossip <input type="checkbox"/> Using vulgar language <input type="checkbox"/> Rudeness <input type="checkbox"/> Abusiveness <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		
<u>Absenteeism</u>		
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.)		
<u>Unexcused absence on Saturday 4/20/2013</u>		
Completed by: <u>Anal. Cordova</u>	Date: <u>04/22/2013</u>	
<i>(Shaded area to be completed by Human Resources only.)</i>		
Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: <u>11/10/2012 verbal of tardiness policy</u> <u>8/24/12 verbal of tardiness policy</u> <u>8/13/2012 verbal of tardiness policy</u>	
<u>Last chance</u>		
Consequence if incident occurs again: <u>assignment end</u>		
Human Resources Signature(s): <u>Kelsey Ashkitt</u>	Date: <u>4/22/13</u>	
Employee statement: <input checked="" type="checkbox"/> I agree with the incident description above. <input type="checkbox"/> 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: <u>Susana Lakosang</u>	Date: <u>4-24-13</u>	Witness
signature (if any): <u>Kelsey Ashkitt</u>	Date: <u>4/24/13</u>	Signature of
person presenting report:		



Disciplinary Report Form

Employee name: Susanna Lakosang	Hire Date: 9/12/13	Job title: production
Department: Hormel	Shift: 2nd	Supervisor: Jeff

Offense track: Performance issue Work rule violation **Work rule violated, if any:**

Type of offense: Absenteeism Tardiness Leaving work area without permission Misuse of property/equipment Damaging/Losing 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 Fighting or creating conflict Spreading gossip Using vulgar language Rudeness Abusiveness 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

Tardiness

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.)

Late to work on Tues. 6/24/14

Completed by: Emily Theron	Date: 6/25/14
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(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 2/18/14 Verbal 4/23/14 Verbal 3/17/14 Verbal 6/7/14 Verbal 11/27/14 Verbal 5/28/14 Verbal 11/22/14 Notification 5/24/14 Verbal 11/12/13 Notification 5/10/14 Verbal 11/3/13 Notification
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Consequence if incident occurs again: Possible Final warning/Assignment end

Human Resources Signature(s):	Date:
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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.)

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: Susanna Lakosang	Date: 6-27-14	Witness Signature of
signature (if any):	Date:	Signature of
person presenting report:	Date:	



Disciplinary Report Form

Employee name: Suganna Lakosang	Hire Date: 9/13/2013	Job title: Production
Department: Hormel Production	Shift: 2nd	Supervisor: Jeff Ramaker

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 from work 10/2/15

Completed by: <i>[Signature]</i>	Date: 10/5/15
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(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: Verbal warning for Tardy 5/25/15 Verbal warning for Tardy 8/5/15 Verbal warning for Tardy 8/14/15 Verbal warning for Tardy 7/15/15 Notification 6/22/15 Verbal warning tardy 6/16/15 Verbal warning for tardy 3/11/15 Notification 2/25/15 Verbal warning for tardy 2/16/15 Verbal warning for tardy 2/13/15
Written Warning Tardiness	

Consequence if incident occurs again:
Possible Final warning / Assignment End

Human Resources Signature(s):	Date:
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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.)
Left message 10/5/15 *[Signature]*

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: _____



Disciplinary Report Form

Employee name: <u>Susanna Lakosang</u>	Hire Date: <u>9/13/2013</u>	Job title: <u>Production</u>
Department: <u>Production</u> <u>Production</u> <u>Hornel</u>	Shift: <u>2nd</u>	Supervisor: <u>Jeff Ramaker</u>

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

Tardiness

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.)

late to work 5/16/16

Completed by: Garrison Lenz Date: 5/17/16

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

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:		
	written/Tardy 10/2/15	verbal/Tardy 4/19/16 8/29/15 12/26/15 8/5/15 12/22/15 8/14/15 11/23/15 7/15/15 9/13/15 6/16/15 9/26/15 9/25/15 9/22/15 9/17/15	Note/Tardy 3/7/16 12/17/15 10/26/15 10/10/15 6/22/15

Written warning for Tardiness

Consequence if incident occurs again: Final Warning/Assignment

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.)

Copy sent to Employee 5/19/16
JMS

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: _____



Disciplinary Report Form

Employee name: Susanna Lakosang	Hire Date: 9/13/2013	Job title: Sanitation
Department: Sanitation	Shift: 2 nd	Supervisor: Jeff Ramaker

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

Tardiness

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 Tardiness on 4/4/2017

Completed by: Sierra Haugerud	Date: 4/6/2017
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(Shaded area to be completed by Human Resources only.)

<p>Progressive step: <input checked="" type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof</p> <h2>Verbal Warning for the Tardiness Policy</h2>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>4/8/2016- Left Early 4/19/2016- Verbal Warning for the Tardiness Policy 5/16/2016- Written Warning for the Tardiness Policy 9/14/2016- Notification for the Tardiness Policy 9/27/2016- Left Early 10/10/2016- Left Early 10/21/2016- Notification for the Tardiness Policy 11/21/2016- Notification for the Tardiness Policy 12/12/2016- Left Early 2/20/2017- Verbal Warning for the Tardiness Policy 2/27/2017- Left Early 2/28/2017- Left Early 3/24/2017- Verbal Warning for the Tardiness Policy 3/28/2017- Verbal Warning for the Tardiness Policy</p>
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Consequence if incident occurs again:
Possible Written Warning

Human Resources Signature(s):	Date
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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 being tardy or leaving early.

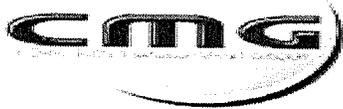
****Please sign and return to CMG****

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:** _____



Disciplinary Report Form

Employee name: Susanna Lakosang	Hire Date: 9/13/2013	Job title: Sanitation
Department: Hormel Sanitation	Shift: 2 nd	Supervisor: Jeff Ramaker

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

Tardiness

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 Tardiness on 7/18/2019

Completed by:
Sierra Peterson

Date:
7/19/2019

(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

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:

Written warning for the tardiness policy

9/12/2018 - notification for tardiness
9/20/2018- notification for tardiness
10/24/2018 - notification for tardiness
10/31/2018 - verbal for tardiness
11/2/2018 - verbal for tardiness
3/13/2019 - notification for tardiness
4/15/2019 - notification for tardiness
5/10/2019 - notification for tardiness
5/21/2019 - verbal for tardiness
6/6/2019 - notification for tardiness
6/12/2019 - notification for tardiness
6/14/2019 - notification for tardiness
6/21/2019 - notification for tardiness
6/22/2019 - notification for tardiness
6/24/2019 - notification for tardiness
7/11/2019 - verbal for tardiness

Consequence if incident occurs again:

Possible Written Warning / Possible Final Warning

Human Resources Signature(s): Kelsey Sikkink

Date 7/19/2019

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: _____

Mailed on 7/19/19