



# Disciplinary Report Form

Employee name: Vincen Tanphanvong	Hire Date: 1/11/2010	Job title: Production
Department: Hormel	Shift: 1st	Supervisor: Jeff Ramaker

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

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 absense on 3/26

Completed by: Anna C. Gordon    Date: 03/27/2013

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

Progressive step: <input checked="" 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:
Verbal warning	12/20/2012 written warning

Consequence if incident occurs again: written warning

Human Resources Signature(s): Kelsey Adkitt    Date: 3.27.13

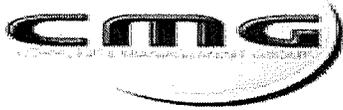
Employee statement:  I agree with the incident description above.     I disagree with the incident description above. Date report presented to employee:

Employee comments: (Attach sheets if necessary.)

left message 254-1939

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

<b>Employee name:</b> Vincent Tankhamvong	<b>Hire Date:</b> 1/11/2010	<b>Job title:</b> Production
<b>Department:</b> Hornel Production	<b>Shift:</b> 1st	<b>Supervisor:</b> 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 7/26/16

**Completed by:** Garrison Lenz    **Date:** 7/27/16

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

<b>Progressive step:</b> <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	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 6/25-verbal    1/5-written    9/2-note 6/20-note    2/21-written 4/26-note    12/1-written 3/29-note    10/26-verbal 3/5-final    10/19-note 2/19-final    10/15-verbal 1/9-final    9/28-verbal
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Written Warning

**Consequence if incident occurs again:**  
Final / 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.)

sent copy to Employee to sign

**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

<b>Employee name:</b> Vincent Tankhamovong	<b>Hire Date:</b> 1/11/2010	<b>Job title:</b> Production
<b>Department:</b> Production	<b>Shift:</b> 1 <sup>st</sup>	<b>Supervisor:</b> 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 on 1/8/2017

<b>Completed by:</b> Sierra Haugerud	<b>Date:</b> 1/9/2017
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**(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> <p><b>Written Warning for the Attendance Policy</b></p>	<p><b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>1/19/2016- Final Warning for the Attendance Policy 2/19/2016- Final Warning for the Attendance Policy 3/8/2016- Final Warning for the Attendance Policy 6/25/2016- Final Warning for the Attendance Policy 7/26/2016- Written Warning for the Attendance Policy 11/1/2016- Notification Warning for the Attendance Policy 11/20/2016- Verbal Warning for the Attendance Policy 12/11/2016- Verbal Warning for the Attendance Policy</p>
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**Consequence if incident occurs again:**  
Possible Final Warning / Possible Assignment End

<b>Human Resources Signature(s):</b>	<b>Date:</b>
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**Employee statement:**     I agree with the incident description above.     I disagree with the incident description above. **Date reported presented to employee:**

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

Go 2 months without calling in  
Copy sent on 1/12/2017

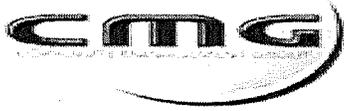
**\*\*PLEASE SIGN AND RETURN TO CMG\*\***

**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:** Vincent Tankhamovong                      **Date:** \_\_\_\_\_

**Witness signature (if any):** \_\_\_\_\_                      **Date:** \_\_\_\_\_

**Signature of person presenting report:** \_\_\_\_\_                      **Date:** \_\_\_\_\_



# Disciplinary Report Form

<b>Employee name:</b> Vincent Tankhamvong	<b>Hire Date:</b> 12/11/10	<b>Job title:</b> Production
<b>Department:</b> Hornel Production	<b>Shift:</b> 1st	<b>Supervisor:</b> Jeff Ramirez

**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 3/8/16

**Completed by:** Garrison Lenz    **Date:** 3/8/16

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

<b>Progressive step:</b> <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	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 2/14/16 - Final    6/17/15 - Note - Tardy 1/14/16 - Final    5/18/15 - verbal 1/15/16 - Written    3/27/15 - verbal 12/21/15 - written    3/24/15 - verbal 12/17/15 - written 10/26/15 - verbal 10/19/15 - Note - Tardy 10/17/15 - verbal 9/12/15 - verbal 9/21/15 - Note - Tardy
<b>Consequence if incident occurs again:</b> 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.)

**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:** Vincent Tankhamvong    **Date:** 3/17/16

**Witness signature (if any):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of person presenting report:** \_\_\_\_\_ **Date:** \_\_\_\_\_



507-254-1939

### Disciplinary Report Form

<b>Employee name:</b> Vincent Tankhamung	<b>Hire Date:</b> 1/11/10	<b>Job title:</b> Production
<b>Department:</b> Hormel	<b>Shift:</b> 1st	<b>Supervisor:</b> Jeff
<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 <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		
Absenteeism		
<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.)		
unexcused absence on Thurs. 2/12/15		
<b>Completed by:</b> Kimberly Therox		<b>Date:</b> 2/13/15
<b>(Shaded area to be completed by Human Resources only.)</b>		
<b>Progressive step:</b> <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input checked="" type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid)    *File apart from personnel files and copies thereof	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: 8/16/14 Verbal 12/18/14 Notification 5/14/14 Verbal 11/10/14 verbal 5/10/14 verbal 11/8/14 verbal 5/5/14 verbal 10/1/14 verbal	
Written warning		
<b>Consequence if incident occurs again:</b>		
Possible final warning/Assignment end		
<b>Human Resources Signature(s):</b>		<b>Date:</b>
<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.)		
Spoke to wife left message for Vincent JML 2-25-15		
<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>person presenting report:</b> _____	<b>Date:</b> _____	<b>Signature of</b> _____



# Disciplinary Report Form

<b>Employee name:</b> Vincent Thamawong	<b>Hire Date:</b> 1/11/2010	<b>Job title:</b> Production
<b>Department:</b> Hormel Production	<b>Shift:</b> 1st	<b>Supervisor:</b> Mr. 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 12/7/15

**Completed by:** Garrison Lenz      **Date:** 12/18/15

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

<b>Progressive step:</b> <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  Written Warning	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 5/8/15 - verbal 3/25/15 - verbal 3/24/15 - verbal 2/12/15 - written 10/26/15 - verbal 10/15/15 - notification/tardy 10/15/15 - verbal 9/28/15 - verbal 9/24/15 - Notification 6/12/15 - Notification
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**Consequence if incident occurs again:** Possible Final Warning / 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 12/18/15 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

<b>Employee name:</b> <b>Vincent Tankhamvang</b>	<b>Hire Date:</b> 1/11/2010	<b>Job title:</b> <b>Production</b>
<b>Department:</b> Hormel <b>Production</b>	<b>Shift:</b> <b>1st</b>	<b>Supervisor:</b> <b>Jeff Ramaker</b>

**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 12/21/15

<b>Completed by:</b> <b>Garrison Lenz</b>	<b>Date:</b> 12/22/2015
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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 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:
	12/7/15-Written                      3/25/15-Verbal 10/26/15-Verbal                      3/24/15-Verbal 10/19/15-Notification/Tardy      2/12/15-Written 10/15/15-Verbal 9/28/15-Verbal 9/2/15-Notification 6/2/15-Notification-Tardiness 5/8/15-Verbal

## Written Warning

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

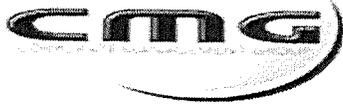
<b>Human Resources Signature(s):</b>	<b>Date:</b>
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**Employee statement:**    I agree with the incident description above.    I disagree with the incident description above. **Date report presented to employee:**

**Employee comments:** (Attach sheets if necessary.)  
  
Left Message 12/22/2015  


**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.

<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> _____



# Disciplinary Report Form

<b>Employee name:</b> Vincent Tankhamuang	<b>Hire Date:</b> 11/1/10	<b>Job title:</b> Production
<b>Department:</b> Hornel Production	<b>Shift:</b> 2A	<b>Supervisor:</b> 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 1/5/16

**Completed by:** Garrison Lenz    **Date:** 1/6/16

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

<b>Progressive step:</b> <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	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 12/21/15-written    9/28/15-verbal 12/1/15-written    9/2/15-Note/Tardy 10/26/15-verbal 10/19/15-Note/Tardy 10/15/15-verbal
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Written Warning

**Consequence if incident occurs again:**  
Possible Final Warning/ 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.)

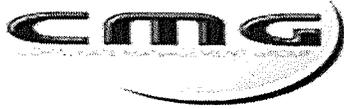
Left Message 1/6/16 JMS    spoke to on 1/6/16 JS

**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>Vincent Tankhamvong</u>	Hire Date: <u>1/11/10</u>	Job title: <u>Production</u>
Department: <u>Internal</u> <u>Production</u>	Shift: <u>1st</u>	Supervisor: <u>Jeff Ramakes</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

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 1/9/16

Completed by: Garrison Lenz      Date: 1/11/16

(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: <u>9/25/15-verbal</u> <u>11/5/16-written</u> <u>12/11/15-written</u> <u>12/11/16-written</u> <u>10/26/15-verbal</u> <u>10/19/15-16/tardy</u> <u>10/15/15-verbal</u>
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Final Warning

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

Human Resources Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

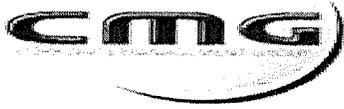
Employee statement:  I agree with the incident description above.     I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.) Spoke to on 1/14/16

Final Warning - Left Message 1/11/16 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

<b>Employee name:</b> Vincent Tankhamaney	<b>Hire Date:</b> 11/1/10	<b>Job title:</b> Hornel
<b>Department:</b> Hornel      Production	<b>Shift:</b> 2st	<b>Supervisor:</b> 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 2/19/16

<b>Completed by:</b> Barrison Lenz	<b>Date:</b> 2/22/16
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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 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: 1/9/16 - Final 1/5/16 - written 12/21/15 - written 12/1/15 - written 10/26/15 - verbal 10/19/15 - Note, Tardy 10/15/15 - verbal 9/28/15 - verbal 9/2/15 - Note, Tardy 6/12/15 - Note, Tardy 5/8/15 3/25/15 3/24/15 verbal warnings:
Final Warning	

**Consequence if incident occurs again:**

Assignment End

<b>Human Resources Signature(s):</b>	<b>Date:</b>
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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.)

Spoke to OR 2/25/16  
B

**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.

<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> _____

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Vincent Tankhamvang

Date: 5/18/2021

Supervisor Name: Peter Draheim

Hire Date: 1/11/2010

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session       Assignment End                       Termination

## 1. Your behavior/actions have been found unsatisfactory for the following reasons:

- Tardiness                                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                                       Failure to Meet Performance Standards  
 Policy Violation                               Poor Work Quality  
 Falsifying Company Documents       Other

## 2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 5/17/2021

## 3. Prior Warnings:

5/18/2020- Written for attendance  
6/2/2020- Notification for attendance  
6/10/2020- Verbal for attendance  
6/29/2020- Written for attendance  
7/29/2020- Written for attendance  
8/4/2020- Final for attendance  
9/1/2020- Notification for attendance  
9/26/2020- Notification for attendance  
10/2/2020- Verbal for attendance  
10/6/2020- Verbal for attendance  
10/10/2020- Notification for tardiness  
10/13/2020- Verbal for attendance  
12/9/2020- Notification for attendance  
12/17/2020- Notification for tardiness  
12/19/2020- Notification for tardiness  
1/7/2021- Verbal for attendance  
3/9/2021- Verbal for attendance  
3/24/2021- Verbal for attendance  
4/13/2021- Verbal for attendance  
4/21/2021- Verbal for attendance  
5/4/2021- Written for attendance  
5/12/2021- Written for attendance

## 4. The following immediate corrective action must be taken by the employee.

Go 2 months without calling in. Failure to do so could result in possible written warning / possible final warning.

# EMPLOYEE WARNING NOTICE FORM

2

Employee Name: Vincent Tankhamvang

Date: 8/5/2020

Supervisor Name: Jeff Ramaker

Hire Date: 1/11/2010

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session                       Assignment End                       Termination

## 1. Your behavior/actions have been found unsatisfactory for the following reasons:

- Tardiness                                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                                       Failure to Meet Performance Standards  
 Policy Violation                                       Poor Work Quality  
 Falsifying Company Documents                       Other

## 2. Details of Unsatisfactory Behavior/Actions:

Unexcused Absence on 8/4/2020

## 3. Prior Warnings:

- 7/29/2019 – Verbal for attendance  
8/20/2019 – Verbal for attendance  
9/8/2019 – Verbal for attendance  
9/21/2019 – Verbal for attendance  
10/15/2019 – Written for attendance  
10/21/2019 – Written for attendance  
2/19/2020 – Notification for attendance  
3/18/2020 – Notification for attendance  
5/5/2020 – Notification for attendance  
5/18/2020 – Notification for attendance  
6/2/2020 – Notification for attendance  
6/10/2020 – Verbal for attendance  
6/29/2020 – Written for attendance  
7/29/2020 – written for attendance

I think you guys mix me up with other employees or find me everytime when I called in. I worked in turned my request pto. why dont it count. also I was hired in Feb 12 2010  
Tankhamvang

## 4. The following immediate corrective action must be taken by the employee.

Failure to do so will result in further disciplinary action up to and including termination.

- Go 2 months without calling in. Failure to do so may result in possible final warning or assignment end.  
2 Months from offence is 10/4/2020.

Employee Signature: Vincent Tankhamvang Date: 08/26/2020  
Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return to CMB office

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Vincent Tankhamvang

Date: 7/30/2020

Supervisor Name: Jeff Ramaker

Hire Date: 1/11/2010

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session                       Assignment End                       Termination

## 1. Your behavior/actions have been found unsatisfactory for the following reasons:

- Tardiness                                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                                       Failure to Meet Performance Standards  
 Policy Violation                                       Poor Work Quality  
 Falsifying Company Documents                       Other

## 2. Details of Unsatisfactory Behavior/Actions:

Unexcused Absence on 7/29/2020

## 3. Prior Warnings:

7/29/2019 – Verbal for attendance  
8/20/2019 – Verbal for attendance  
9/8/2019 – Verbal for attendance  
9/21/2019 – Verbal for attendance  
10/15/2019 – Written for attendance  
10/21/2019 – Written for attendance  
2/19/2020 – Notification for attendance  
3/18/2020 – Notification for attendance  
5/5/2020 – Notification for attendance  
5/18/2020 – Notification for attendance  
6/2/2020 – Notification for attendance  
6/10/2020 – Verbal for attendance  
6/29/2020 – Written for attendance

## 4. The following immediate corrective action must be taken by the employee.

**Failure to do so will result in further disciplinary action up to and including termination.**  
Go 2 months without calling in. Failure to do so may result in possible final warning or assignment end.  
2 Months from offence is 9/29/2020.

Employee Signature: Vincent Tankhamvang Date: 08/26/2020  
Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return to CMB office

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Vincent Tankhamvang

Date: 7/30/2020

Supervisor Name: Jeff Ramaker

Hire Date: 1/11/2010

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session       Assignment End                       Termination

**1. Your behavior/actions have been found unsatisfactory for the following reasons:**

- Tardiness                                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                                       Failure to Meet Performance Standards  
 Policy Violation                               Poor Work Quality  
 Falsifying Company Documents       Other

**2. Details of Unsatisfactory Behavior/Actions:**

Unexcused Absence on 7/29/2020

**3. Prior Warnings:**

7/29/2019 – Verbal for attendance  
8/20/2019 – Verbal for attendance  
9/8/2019 – Verbal for attendance  
9/21/2019 – Verbal for attendance  
10/15/2019 – Written for attendance  
10/21/2019 – Written for attendance  
2/19/2020 – Notification for attendance  
3/18/2020 – Notification for attendance  
5/5/2020 – Notification for attendance  
5/18/2020 – Notification for attendance  
6/2/2020 – Notification for attendance  
6/10/2020 – Verbal for attendance  
6/29/2020 – Written for attendance

**4. The following immediate corrective action must be taken by the employee.**

**Failure to do so will result in further disciplinary action up to and including termination.**  
Go 2 months without calling in. Failure to do so may result in possible final warning or assignment end.  
2 Months from offence is 9/29/2020.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailed & Filed on 8/10/20

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Vincent Tankhamvang

Date: 8/5/2020

Supervisor Name: Jeff Ramaker

Hire Date: 1/11/2010

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session       Assignment End                       Termination

## 1. Your behavior/actions have been found unsatisfactory for the following reasons:

- Tardiness                                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                                       Failure to Meet Performance Standards  
 Policy Violation                               Poor Work Quality  
 Falsifying Company Documents       Other

## 2. Details of Unsatisfactory Behavior/Actions:

Unexcused Absence on 8/4/2020

## 3. Prior Warnings:

7/29/2019 – Verbal for attendance  
8/20/2019 – Verbal for attendance  
9/8/2019 – Verbal for attendance  
9/21/2019 – Verbal for attendance  
10/15/2019 – Written for attendance  
10/21/2019 – Written for attendance  
2/19/2020 – Notification for attendance  
3/18/2020 – Notification for attendance  
5/5/2020 – Notification for attendance  
5/18/2020 – Notification for attendance  
6/2/2020 – Notification for attendance  
6/10/2020 – Verbal for attendance  
6/29/2020 – Written for attendance  
7/29/2020 – written for attendance

## 4. The following immediate corrective action must be taken by the employee.

**Failure to do so will result in further disciplinary action up to and including termination.**

Go 2 months without calling in. Failure to do so may result in possible final warning or assignment end.  
2 Months from offence is 10/4/2020.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailed & filed on 8/10/20



# EMPLOYEE WARNING NOTICE FORM

Employee Name: Vincent Tankhamvang

Date: 6/30/2020

Supervisor Name: Jeff Ramaker

Hire Date: 1/11/2010

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session                       Assignment End                       Termination

## 1. Your behavior/actions have been found unsatisfactory for the following reasons:

- Tardiness                                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                                       Failure to Meet Performance Standards  
 Policy Violation                               Poor Work Quality  
 Falsifying Company Documents                       Other

## 2. Details of Unsatisfactory Behavior/Actions:

Unexcused Absence on 6/29/2020

## 3. Prior Warnings:

7/29/2019 – Verbal for attendance  
8/20/2019 – Verbal for attendance  
9/8/2019 – Verbal for attendance  
9/21/2019 – Verbal for attendance  
10/15/2019 – Written for attendance  
10/21/2019 – Written for attendance  
2/19/2020 – Notification for attendance  
3/18/2020 – Notification for attendance  
5/5/2020 – Notification for attendance  
5/18/2020 – Notification for attendance  
6/2/2020 – Notification for attendance  
6/10/2020 – Verbal for attendance

## 4. The following immediate corrective action must be taken by the employee.

**Failure to do so will result in further disciplinary action up to and including termination.**

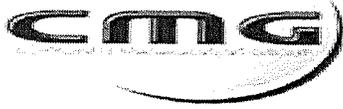
Go 2 months without calling in. Failure to do so may result in possible final warning or assignment end.

2 Months from offence is 8/29/2020.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: waited 7/7/20 \_\_\_\_\_ Date: \_\_\_\_\_



# Disciplinary Report Form

<b>Employee name:</b> Vincent Tankhamvang	<b>Hire Date:</b> 1/11/2010	<b>Job title:</b> Production
<b>Department:</b> Production	<b>Shift:</b> 1st	<b>Supervisor:</b> 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 on 10/21/2019**

<b>Completed by:</b> Diana Elton	<b>Date:</b> 10/21/2019
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**(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> <p><b>Written Warning for the Attendance Policy</b></p>	<p><b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>10/15/2019 - Written for attendance 9/21/2019 - Verbal for attendance 9/8/2019 - Verbal for attendance 8/20/2019 - Verbal for attendance 7/29/2019 - Verbal for attendance 6/28/2019 - Notification for attendance 6/23/2019 - Notification for attendance</p>
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**Consequence if incident occurs again:**  
**Possible Written Warning / Possible Final Warning**

<b>Human Resources Signature(s):</b> Kelsey Sikkink	<b>Date:</b> 10/21/2019
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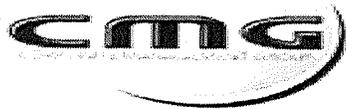
**Employee statement:**     I agree with the incident description above.     I disagree with the incident description above.  
**Date report presented to employee:**

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



# Disciplinary Report Form

<b>Employee name:</b> Vincent Tankhamvang	<b>Hire Date:</b> 1/11/2010	<b>Job title:</b> Production
<b>Department:</b> Production	<b>Shift:</b> 1 <sup>st</sup>	<b>Supervisor:</b> 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 on 10/15/2019

**Completed by:**  
Diana Elton

**Date:**  
10/16/2019

**(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:

9/8/2019 - Verbal for attendance  
9/21/2019 - Verbal for attendance  
10/15/2019 - Written for attendance

## Written Warning for the Attendance Policy

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

**Human Resources Signature(s):** *Kelsey Sikkink*

**Date:**  
10/16/2019

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



# Disciplinary Report Form

<b>Employee name:</b> Vincent Tankhamvong	<b>Hire Date:</b> 1/10/2010	<b>Job title:</b> Production
<b>Department:</b> Production	<b>Shift:</b> 1 <sup>st</sup>	<b>Supervisor:</b> 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 on 8/8/2017.

**Completed by:** Sierra Haugerud

**Date:** 8/9/2017

**(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 attendance policy

11/1/2016- Notification for the attendance policy  
11/20/2016- Verbal warning for the attendance policy  
12/11/2016- Verbal warning for the attendance policy  
1/8/2017- Written warning for the attendance policy  
6/10/2017- Notification for the attendance policy  
6/24/2017- Verbal warning for the attendance policy  
7/18/2017- Verbal warning for the attendance policy

**Consequence if incident occurs again:**

**Possible Final Warning / Possible Assignment End**

**Human Resources Signature(s):** Kelsey Sikkink

**Date:** 8/9/2017

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