

# Disciplinary Report Form

<b>Employee name:</b> Walter Pazos	<b>Hire Date:</b> 1/21/2019	<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 5/20/2019

<b>Completed by:</b> Diana Elton	<b>Date:</b> 5/21/2019
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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>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>4 - Final for attendance 3 - Written for attendance</p>
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## 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> 5/21/2019
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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.

<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> Walter Pazos	<b>Hire Date:</b> 12/11/2018	<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 12/21/18**

<b>Completed by:</b> Diana Elton	<b>Date:</b> 12/24/2018
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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>FINAL warning for the attendance policy</b></p>	<p><b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>Notified upon hire</p>
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**Consequence if incident occurs again:**  
**Possible final warning / Possible assignment end**

<b>Human Resources Signature(s):</b> <i>Kelsey Sikkink</i>	<b>Date:</b> 12/24/2018
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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> Walter Pazos	<b>Hire Date:</b> 1/21/2019	<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 6/21/2019

<b>Completed by:</b> Diana Elton	<b>Date:</b> 6/24/2019
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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 checked="" type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File <i>apart from personnel files and copies thereof</i>	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date:  4 Written for attendance 3 Final for attendance
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## 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> 6/24/2019
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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> Walter Pazos	<b>Hire Date:</b> 1/21/2019	<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 3/1/2019**

<b>Completed by:</b> Diana Elton	<b>Date:</b> 3/4/2019
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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 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: 12/21/2018 – Final for the attendance 2/4/2019 – Written for the attendance 2/12/2019 – Written for the attendance
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**Final Warning for the Attendance Policy**

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

<b>Human Resources Signature(s):</b> <i>Kelsey Sikkink</i>	<b>Date:</b> 3/4/2019
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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> Walter Pazos	<b>Hire Date:</b> 01/21/2019	<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 2/12/2019

<b>Completed by:</b> Diana Elton	<b>Date:</b> 2/12/2019
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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

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

12/21/2018 – Final for attendance  
2/4/2019 – Written for 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> 2/13/2019
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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:** \_\_\_\_\_

Mailed 2/13/2019



# Disciplinary Report Form

<b>Employee name:</b> Walter Pazoc	<b>Hire Date:</b> 1/21/2019	<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 2/4/2019**

**Completed by:**  
Diana Elton

**Date:**  
2/5/2019

**(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: Offense: Date: Type: Offense: Date: Type: Offense: Date:  12/21/2018 – Final for attendance
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**Written Warning for the Attendance Policy**

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

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

**Date:** 2/5/2019

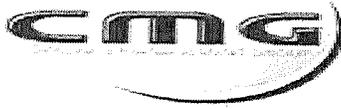
**Employee statement:**    I agree with the incident description above.    I disagree with the incident description above.  
**Date report presented to employee:**

**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> Walter Pazos	<b>Hire Date:</b> 01/21/2019	<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 1/21/2019

<b>Completed by:</b> Diana Elton	<b>Date:</b> 1/22/2019
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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>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>Notified upon hire</p>
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## Final Warning for the Attendance Policy

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

<b>Human Resources Signature(s):</b> Kelsey Sikkink	<b>Date:</b> 1/22/2019
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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.)

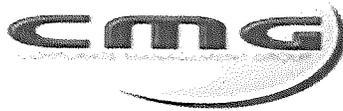
Go 2 months without calling in  
\*\*Please sign and return to CMG\*\*

**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> Walter Pazos	<b>Hire Date:</b> 1/21/2019	<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 7/14/2019

<b>Completed by:</b> Diana Elton	<b>Date:</b> 7/15/2019
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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>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>2/4/2019 to Date:</p> <p>4 Written for attendance 4 Final for attendance</p>
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## Final Warning for the Attendance Policy

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

<b>Human Resources Signature(s):</b> Kelsey Sikkink	<b>Date:</b> 7/15/2019
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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:** \_\_\_\_\_

Mailed 7/15/2019



# Disciplinary Report Form

<b>Employee name:</b> Walter Pazos	<b>Hire Date:</b> 01/21/2019	<b>Job title:</b> Production
<b>Department:</b> Production	<b>Shift:</b> 1nd	<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 4/8/19

<b>Completed by:</b> Diana Elton	<b>Date:</b> 4/9/2019
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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 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: 12/21/2018 - Final for attendance 02/04/2019 - Written for attendance 02/12/2019 - Written for attendance 03/01/2019 - Final for attendance
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## Final Warning for the Attendance Policy

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

<b>Human Resources Signature(s):</b> <i>Kelsey Sikkink</i>	<b>Date:</b> 4/9/2019
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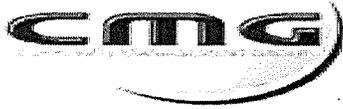
**Employee statement:**    I agree with the incident description above.    I disagree with the incident description above.  
**Date report presented to employee:**

**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.

<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> Walter Pazos	<b>Hire Date:</b> 1/21/2019	<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 10/3/2019**

<b>Completed by:</b> Diana Elton	<b>Date:</b> 10/4/2019
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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>January 2019 to date:</p> <p>5 Written for attendance 5 Final 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> 10/4/2019
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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.)

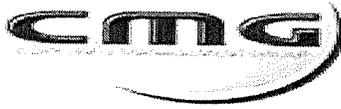
**Go 2 months without calling in  
\*\*Please sign and return to CMG\*\***

**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> Walter Pazos	<b>Hire Date:</b> 1/21/2019	<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 8/28/2019

<b>Completed by:</b> Diana Elton	<b>Date:</b> 8/29/2019
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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 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:  January 2019 to Date:  4 Written for attendance 5 Final for attendance
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## Final Warning for the Attendance Policy

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

<b>Human Resources Signature(s):</b> <i>Kelsey Sikkink</i>	<b>Date:</b> 8/29/2019
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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:**

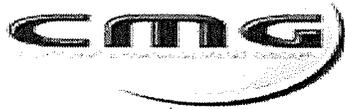
**Employee comments:** (Attach sheets if necessary.)

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

Mailed 8/29/2019



# Disciplinary Report Form

<b>Employee name:</b> Walter Pazos	<b>Hire Date:</b> 1/21/2019	<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 10/30/2019

<b>Completed by:</b> Diana Elton	<b>Date:</b> 10/31/2019
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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>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:  10/30/2019 - Final for attendance  10/3/2019 - Written for attendance  8/28/2019 - Final for attendance  7/12/2019 - Final for attendance  6/21/2019 - Written for attendance  5/20/2019 - Written for attendance  4/8/2019 - Final for attendance  3/1/2019 - Final for attendance</p>
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## Final Warning for the Attendance Policy

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

<b>Human Resources Signature(s):</b> <i>Kelsey Sikkink</i>	<b>Date:</b> 10/31/2019
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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:**

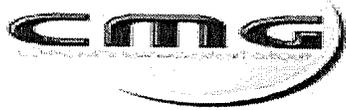
**Employee comments:** (Attach sheets if necessary.)

**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> Walter Pazos	<b>Hire Date:</b> 1/21/2019	<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

## Attendance

**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 Absenteeism on 11/14/2019

<b>Completed by:</b> Sierra Peterson	<b>Date:</b> 11/15/2019
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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

## FINAL Warning for the Attendance Policy

**Previous warnings:** Type: Offense: Date: Type: Offense:  
 Date: Type: Offense: Date:  
 2/4/2019- Written for attendance  
 2/12/2019- Written for attendance  
 3/1/2019- Final for attendance  
 4/8/2019- Final for attendance  
 4/22/2019 - Final for attendance  
 5/20/2019 - Written for attendance  
 6/21/2019- Written for attendance  
 7/21/2019- Final for attendance  
 8/28/2019- Final for attendance  
 10/3/2019- Written for attendance  
 10/30/2019- Final for attendance

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

<b>Human Resources Signature(s):</b> <i>Kelsey Sikkink</i>	<b>Date:</b> 11/15/2019
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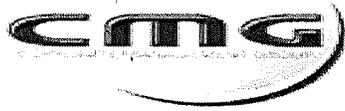
**Employee statement:** \_\_\_ I agree with the incident description above.   \_\_\_ I disagree with the incident description above.  
**Date report presented to employee:**

**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> Walter Pazos	<b>Hire Date:</b> 1/21/2019	<b>Job title:</b> Production
<b>Department:</b> Production	<b>Shift:</b> 2nd	<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 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

## Final Warning for the Attendance Policy

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

- 2/4/2019 - Written for attendance
- 2/12/2019 - Written for attendance
- 4/8/2019 - Final for attendance
- 4/22/2019 - Final for attendance
- 5/20/2019 - Written for attendance
- 6/21/2019 - Written for attendance
- 7/12/2019 - Final for attendance
- 8/28/2019 - Final for attendance
- 10/3/2019 - Written for attendance
- 10/30/2019 - Final for attendance
- 11/14/2019 - Final for attendance
- 12/16/2019 - Final for attendance

**Consequence if incident occurs again:**  
**Possible Final Warning / Possible assignment end**

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

<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> _____

mailed 12/17/19

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Walter Pazos

Date: 2/27/2020

Supervisor Name: Jeff Ramaker

Hire Date: 1/21/2019

- 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 2/26/2020

## 3. Prior Warnings:

- 2/4/2019 – Written for attendance
- 2/12/2019 – Written for attendance
- 3/1/2019 – Final for attendance
- 4/8/2019 – Final for attendance
- 4/22/2019 – Final for attendance
- 5/20/2019 – Written for attendance
- 6/21/2019 – Written for attendance
- 7/12/2019 – Final for attendance
- 8/28/2019 – Final for attendance
- 10/3/2019 – Written for attendance
- 10/30/2019 – Final for attendance
- 11/14/2019 – Final for attendance
- 12/16/2019 – Final 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. 2 months from offence is 4/26/2020.

Employee Signature: Walter Pazos Date: 2/27/20

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

Manager's Signature: Diana Evans Date: 2/27/20

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Walter Pazos

Date: 10/14/2020

Supervisor Name: Jeff Ramaker

Hire Date: 1/21/2019

- 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 10/12/2020**

## 3. Prior Warnings:

10/30/2019 – Final for attendance  
11/14/2019 – Final for attendance  
12/16/2019 – Final for attendance  
2/16/2020 – Final for attendance  
5/11/2020 – Verbal for attendance  
8/19/2020 – Notification for attendance  
8/25/2020 – Verbal for attendance  
9/23/2020 – Verbal for attendance  
10/2/2020 – 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. 2 months from offence is 12/12/2020.**

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

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

Manager's Signature: Filed 10/14 \_\_\_\_\_ Date: \_\_\_\_\_

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Walter Pazos

Date: 10/6/2020

Supervisor Name: Jeff Ramaker

Hire Date: 1/21/2019

- 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 10/2/2020**

**3. Prior Warnings:**

10/3/2019 – Written for attendance  
10/30/2019 – Final for attendance  
11/14/2019 – Final for attendance  
12/16/2019 – Final for attendance  
2/26/2020 – Final for attendance  
5/11/2020 – Verbal for attendance  
8/19/2020 – Notification for attendance  
8/25/2020 – Verbal for attendance  
9/23/2020 – 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. 2 months from offence is 12/2/2020.**

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

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

Manager's Signature: Filed 10/9/2020 \_\_\_\_\_ Date: \_\_\_\_\_

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Walter Pazos

Date: 2/16/2021

Supervisor Name: Peter Draheim

Hire Date: 1/21/2019

- 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 2/15/2021

## 3. Prior Warnings:

10/30/2019 – Final for attendance  
11/14/2019 – Final for attendance  
12/16/2019 – Final for attendance  
2/16/2020 – Final for attendance  
5/11/2020 – Verbal for attendance  
8/19/2020 – Notification for attendance  
8/25/2020 – Verbal for attendance  
9/23/2020 – Verbal for attendance  
10/2/2020 – Written for attendance  
10/26/2020 – 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. 2 months from offence is 4/16/2021.

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

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

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

NCNS to CMG office