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Disciplinary Report Form

Employee name: Rosa Marquez	Hire Date: 8/7/10	Job title: Sanitor
Department: SAN Production	Shift: 1st	Supervisor: Jamie

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 2/26/2016

Completed by: Garrison Lenz	Date: 2/29/2016
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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

Written Warning

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

1/25/16 - Written	7/9/15 - Note
12/27/15 - written	6/3/15 - Note
12/11/15 - written	5/7/15 - Note
11/20/15 - Note, Tardiness	
11/13/15 - Verbal	
10/31/15 - Verbal	
10/15/15 - Verbal	

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

10/13/15 - verbal	
10/27/15 - verbal	
10/7/15 - Note	

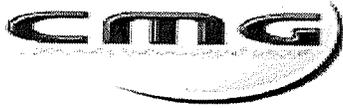
Human Resources Signature(s):	Date:
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Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

Employee signature:	Date:
Witness signature (if any):	Date:
Signature of person presenting report:	Date:



Disciplinary Report Form

Employee name: Rosa Marquez	Hire Date: 08/07/2010	Job title: Sanitation/North
Department: Production	Shift: 1st	Supervisor: Jeff Ramaker

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

Type of offense: Absenteeism Tardiness Misuse of property/equipment Using property/equipment for personal use Leaking confidential information Theft or fraud Lying or cheating Falsifying company documents Unsafe behavior Eating in undesignated areas Smoking in undesignated areas Posting items without permission Spreading gossip Using vulgar language Horseplay Indecent behavior Bringing weapon onsite Bringing illegal drugs/alcohol onsite Failing to follow instructions Poor work quality Poor work quantity Refusing to work Sleeping on the job Poor hygiene Poor housekeeping Disregarding dress code Other Disruption in the work place Threatening or creating conflict w/ coworkers

X Creating conflict with co-workers
X Disrespecting co-workers

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.)
On 2/4/16 at 9:30am Rosa was seen and heard yelling at co-workers and throwing cardboard and plastic. Then at 1:00pm, the dock employees were still at garbage compacter removing garbage and Rosa became upset. She yelled and became very loud. She was loud enough for the production employees to hear her.

Completed by: Kelsey Sikkink	Date: 2/8/16
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(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: _____ Offense: _____ Date: _____ Type: _____ Offense: _____ Date: _____
Written Warning	

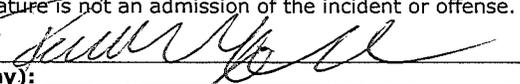
Consequence if incident occurs again:
Possible final and/or assignment end depending on the offense

Human Resources Signature(s): Kelsey Sikkink	Date: 2/8/16
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Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

Employee signature:  **Date:** 2-9-2016

Witness signature (if any): _____ **Date:** _____

Signature of person presenting report: _____ **Date:** _____



Disciplinary Report Form

Employee name: Rosa Marquez	Hire Date: 8/7/2010	Job title: Production
Department: SAN Production	Shift: 1st	Supervisor: Jamie Sorenson

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 on 11/25/2017 and 11/26/2017

Completed by: Garrison	Date: 11/27/2017
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(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date:
	11/11/17- Written 1/20/17- Verbal 11/03/17- Written 1/13/17- Notification 10/11/17- Written 9/27/17- Written 9/13/17- Written 8/18/17- Verbal 7/26/17- Verbal 6/4/17- Verbal 5/18/17- Notification

Consequence if incident occurs again:
Final Warning of the Attendance policy

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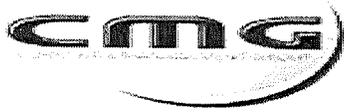
Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

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

Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

Employee signature: _____	Date: _____
Witness signature (if any): _____	Date: _____
Signature of person presenting report: _____	Date: _____



Disciplinary Report Form

Employee name: Rosa Marquez	Hire Date: 8/7/2010	Job title: Sanitation
Department: Sanitation	Shift: 1 st	Supervisor: Jeff Ramaker

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

Type of offense: Absenteeism Tardiness Misuse of property/equipment Using property/equipment for personal use Leaking confidential information Theft or fraud Lying or cheating Falsifying company documents Unsafe behavior Eating in undesignated areas Smoking in undesignated areas Posting items without permission Spreading gossip Using vulgar language Horseplay Indecent behavior Bringing weapon onsite Bringing illegal drugs/alcohol onsite Failing to follow instructions Poor work quality Poor work quantity Refusing to work Sleeping on the job Poor hygiene Poor housekeeping Disregarding dress code Other Disruption in the work place Threatening or creating conflict w/ coworkers

Absenteeism

Incident description: (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)

Unexcused Absence on 7/10/2018

Completed by: Sierra Peterson	Date: 7/11/2018
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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:

Written Warning for the Attendance Policy

7/26/2017- Verbal Warning for the Attendance Policy
8/18/2017- Verbal Warning for the Attendance Policy
9/13/2017- Written Warning for the Attendance Policy
9/27/2017- Written Warning for the Attendance Policy
10/11/2017- Written Warning for the Attendance Policy
11/3/2017- Written Warning for the Attendance Policy
11/11/2017- Final Warning for the Attendance Policy
11/26/2017- Final Warning for the Attendance Policy
5/27/2018- Notification Warning for the Attendance Policy
6/6/2018- Verbal Warning for the Attendance Policy

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

Human Resources Signature(s): Kelsey Sikking	Date: 7/11/2018
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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:** _____

Copy sent with paystub on 7/12/2018

Mailed on 7/13/18

Call



Disciplinary Report Form

Employee name: <u>Rosa Marquez</u>	Hire Date: <u>8/07/10</u>	Job title: <u>Sanitation</u>
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Department: <u>Sanitation</u>	Shift: <u>1st</u>	Supervisor: <u>Jeff Romaker</u>
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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 absence on Monday 10/21/2013

Completed by: <u>Anna Cordova</u>	Date: <u>10/22/13</u>
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(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:
<u>Verbal warning</u>	<u>4/20/2013 Last chance warning</u>

Consequence if incident occurs again: Written warning

Human Resources Signature(s): <u>Kelsey Stichel</u>	Date: <u>10/24/13</u>
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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 Rosa on 10/24/13 at North Plant.
Did not have disc report with Kelsey Stichel

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: _____

EMPLOYEE WARNING NOTICE FORM

Employee Name: Rosa Marquez

Date: 8/19/2020

Supervisor Name: Jeff Ramaker

Hire Date: 8/7/2010

- 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 8/17/2020

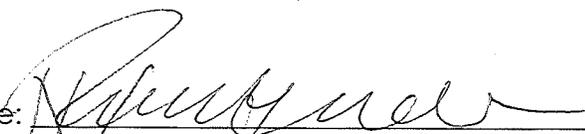
3. Prior Warnings:

- 1/13/2020 – Verbal for attendance
2/4/2020 – Verbal for attendance
6/8/2020 – Notification for attendance
7/16/2020 – Notification for attendance
7/23/2020 – Verbal for attendance
8/3/2020 – 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.

Please go 2 months without calling in. Failure to do so could result in possible written warning / possible final warning. 2 months from offence is 10/19/2020.

Employee Signature:  Date: _____

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

Manager's Signature:  Date: _____

EMPLOYEE WARNING NOTICE FORM

Employee Name: Rosa Marquez

Date: 8/19/2020

Supervisor Name: Jeff Ramaker

Hire Date: 8/7/2010

- 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 1/29/2021

3. Prior Warnings:

2/4/2020 – Verbal for attendance
6/8/2020 – Notification for attendance
7/16/2020 – Notification for attendance
7/23/2020 – Verbal for attendance
8/3/2020 – Verbal for attendance
8/17/2020 – Written for attendance
12/5/2020 – Verbal for attendance
12/6/2020 – Verbal for attendance
12/8/2020 – 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.

Please go 2 months without calling in. Failure to do so could result in possible written warning / possible final warning. 2 months from offence is 3/29/2021.

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: _____



Disciplinary Report Form

Employee name: Rosa Marquez	Hire Date: 8/7/2010	Job title: Sanitation
Department: Sanitation	Shift: 1 st	Supervisor: Jeff Ramaker

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

Type of offense: Absenteeism Tardiness Misuse of property/equipment Using property/equipment for personal use Leaking confidential information Theft or fraud Lying or cheating Falsifying company documents Unsafe behavior Eating in undesignated areas Smoking in undesignated areas Posting items without permission Spreading gossip Using vulgar language Horseplay Indecent behavior Bringing weapon onsite Bringing illegal drugs/alcohol onsite Failing to follow instructions Poor work quality Poor work quantity Refusing to work Sleeping on the job Poor hygiene Poor housekeeping Disregarding dress code Other___ Disruption in the work place Threatening or creating conflict w/ coworkers

Absenteeism

Incident description: (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)

Unexcused Absence on 8/10/2018

Completed by: Sierra Peterson	Date: 8/13/2018
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(Shaded area to be completed by Human Resources only.)

<p>Progressive step: <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>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>8/18/2017- Verbal Warning for the Attendance Policy 9/13/2017- Written Warning for the Attendance Policy 9/27/2017- Written Warning for the Attendance Policy 10/11/2017- Written Warning for the Attendance Policy 11/3/2017- Written Warning for the Attendance Policy 11/11/2017- Final Warning for the Attendance Policy 11/26/2017- Final Warning for the Attendance Policy 5/27/2018- Notification Warning for the Attendance Policy 6/6/2018- Verbal Warning for the Attendance Policy 7/10/2018- Written Warning for the Attendance Policy</p>
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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): <i>Kelsey Sikkink</i>	Date: 8/13/2018
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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:**

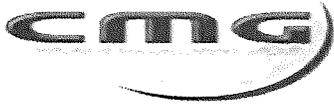
Employee comments: (Attach sheets if necessary.)

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: _____

Copy sent on 8/16/18 with paystub



Disciplinary Report Form

Employee name: Rosa Marquez	Hire Date: 08/07/2010	Job title: Production
Department: Sanitation	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 absence on 3/23/2013

Completed by: Anna C. Cordova	Date: 03/26/2013
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(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
last chance warning	03/18/2013 written warning

Consequence if incident occurs again: possible assignment end.

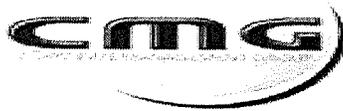
Human Resources Signature(s): Kelsey Adickel	Date: 3-26-13
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Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)
 tried calling Rosa reg. her last chance warning but her phone # is no longer inserv.

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: Rosa Marquez	Hire Date: 8/7/2010	Job title: Production
Department: SAN Production	Shift: 1st	Supervisor: Jamie Sorenson

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 11/11/17

Completed by: Garrison	Date: 11/13/2017
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(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 11/3/17-written 1/20/17-verbal 10/11/17-written 1/13/17-Notification 9/27/17-written 11/17/16- Verbal 9/13/17-written 8/18/17-verbal 7/26/17-verbal 6/4/17-verbal 5/18/17-Notification
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Consequence if incident occurs again:
Final Warning

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

Employee comments: (Attach sheets if necessary.)

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

Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

Employee signature: _____	Date: _____
Witness signature (if any): _____	Date: _____
Signature of person presenting report: _____	Date: _____



Disciplinary Report Form

Employee name: Rosa Marquez	Hire Date: 8/7/2010	Job title: Production
Department: Hormel Production SAN	Shift: 1st	Supervisor: Jeff Ramaker

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

Type of offense: Absenteeism Tardiness Misuse of property/equipment Using property/equipment for personal use Leaking confidential information Theft or fraud Lying or cheating Falsifying company documents Unsafe behavior Eating in undesignated areas Smoking in undesignated areas Posting items without permission Spreading gossip Using vulgar language Horseplay Indecent behavior Bringing weapon onsite Bringing illegal drugs/alcohol onsite Failing to follow instructions Poor work quality Poor work quantity Refusing to work Sleeping on the job Poor hygiene Poor housekeeping Disregarding dress code Other Disruption in the work place Threatening or creating conflict w/ coworkers

Absenteeism

Incident description: (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)

Unexcused Absence from work 11/3/2017

Completed by: Garrison	Date: 11/06/2017
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(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof <h2>Written Warning</h2>	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 10/11/17-written 1/13/17-Notification 9/27/17-written 11/17/16- Verbal 9/13/17-written 11/10/16-Notification 8/18/17-verbal 7/26/17-verbal 6/4/17-verbal 5/18/17-Notification 1/20/17-verbal
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Consequence if incident occurs again:
Final Warning/ Assignment End

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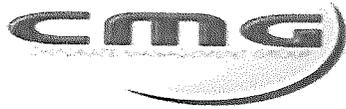
Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

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

Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

Employee signature: _____	Date: _____
Witness signature (if any): _____	Date: _____
Signature of person presenting report: _____	Date: _____



Disciplinary Report Form

Employee name: Rosa Marquez	Hire Date: 8/7/2010	Job title: Production
Department: Hormel Production	Shift: 1st	Supervisor: Jeff Ramaker

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

Type of offense: Absenteeism Tardiness Misuse of property/equipment Using property/equipment for personal use Leaking confidential information Theft or fraud Lying or cheating Falsifying company documents Unsafe behavior Eating in undesignated areas Smoking in undesignated areas Posting items without permission Spreading gossip Using vulgar language Horseplay Indecent behavior Bringing weapon onsite Bringing illegal drugs/alcohol onsite Failing to follow instructions Poor work quality Poor work quantity Refusing to work Sleeping on the job Poor hygiene Poor housekeeping Disregarding dress code Other___ Disruption in the work place Threatening or creating conflict w/ coworkers

Absenteeism

Incident description: (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)

Unexcused Absence from work 10/11/2017

Completed by: Garrison	Date: 10/12/2017
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(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
	9/27/17-Written 9/13/2017- Written 8/18/17-Verbal 7/26/17-verbal 6/4/17-verbal 5/18/17-verbal 1/20/17- verbal 11/17/16-verbal 1/13/17-notification 11/10/16-Notification

Consequence if incident occurs again:
Possible Final Warning

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

Employee comments: (Attach sheets if necessary.)

Spolce to on ****Please sign and return to CMG****
10/12/17 forgot to have 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

Employee name: Rosa Marquez	Hire Date: 8/7/2010	Job title: Production
Department: SAN Production Hormel	Shift: 1st	Supervisor: Jeff Ramaker

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

Type of offense: Absenteeism Tardiness Misuse of property/equipment Using property/equipment for personal use Leaking confidential information Theft or fraud Lying or cheating Falsifying company documents Unsafe behavior Eating in undesignated areas Smoking in undesignated areas Posting items without permission Spreading gossip Using vulgar language Horseplay Indecent behavior Bringing weapon onsite Bringing illegal drugs/alcohol onsite Failing to follow instructions Poor work quality Poor work quantity Refusing to work Sleeping on the job Poor hygiene Poor housekeeping Disregarding dress code Other Disruption in the work place Threatening or creating conflict w/ coworkers

Absenteeism

Incident description: (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)

Unexcused absence from work 9/27/2017

Completed by: Garrison	Date: 9/28/2017
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(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 9/13/17-Written 8/18/17-Verbal 7/26/17-verbal 6/4/17-Verbal 5/18/17-Verbal 1/20/17-Verbal 1/13/17-Notification 11/17/16-Verbal 11/10/16-Notification
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Written Warning

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

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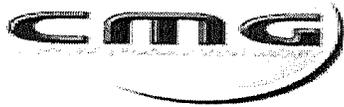
Employee statement: I agree with the incident description above. I disagree with the incident description above.
Date report presented to employee:

Employee comments: (Attach sheets if necessary.)

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

Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

Employee signature: _____ **Date:** _____
Witness signature (if any): _____ **Date:** _____
Signature of person presenting report: _____ **Date:** _____



Disciplinary Report Form

Employee name: Rosa Marquez	Hire Date: 8/7/10	Job title: SAN
Department: SAN Production	Shift: 2nd	Supervisor: Jamie

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 1/25/16

Completed by: Garrison Lenz	Date: 1/26/16
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(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 12/27/15 - written 10/5/15 - verbal 12/11/15 - written 10/3/15 - verbal 11/19/15 - verbal 10/2/15 - verbal 10/31/15 - verbal 10/1/15 - Notification 8/22/15 - verbal
Written Warning	

Consequence if incident occurs again: Possible final Warning / Assignment Encl

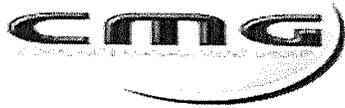
Human Resources Signature(s):	Date:
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Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)
Left Message 1/26/16 JMS

Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

Employee signature: _____	Date: _____
Witness signature (if any): _____	Date: _____
Signature of person presenting report: _____	Date: _____



Disciplinary Report Form

Employee name: Rosa Marquez	Hire Date: 8/7/10	Job title: San.
Department: Sanitation Production	Shift: 1st	Supervisor: Jamie

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 12/27/15

Completed by: Garrison Lenz **Date:** 12/28/15

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

<p>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</p> <p style="font-size: 1.5em; text-align: center;">Written Warning</p>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>12/11/15-Written 8/22/15-Verbal</p> <p>11/20/15-Note/Tardy</p> <p>11/13/15-Verbal</p> <p>10/31/15-Verbal</p> <p>10/5/15-Verbal</p> <p>10/3/15-Verbal</p> <p>10/2/15- Verbal</p> <p>10/1/15-Verbal</p>
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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 JML 12/28/15

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: Rosa Marquez	Hire Date: 8/7/10	Job title: Sanitation
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Department: Harmon Production	Shift: 1st	Supervisor:
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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 12/11/15

Completed by: Garrison Lenz	Date: 12/14/15
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(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 11/20/15 - Tardyl Notification 11/13/15 - verbal 10/31/15 - verbal 10/5/15 - verbal 10/3/15 - verbal 10-2/15 - verbal 10/1/15 - Met. 8/22/15 - Verbal
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Written Warning

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

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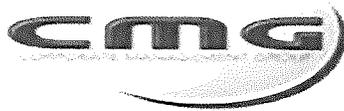
Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

Left Message 12/14/15 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

Employee name: Rosa Marquez	Hire Date:	Job title: Sanitation
Department: Production	Shift: 1st	Supervisor: Jeff Ramaker

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

Type of offense: 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 from work on 9/8/18

Completed by: Kelsey Sikkink	Date: 9/10/18
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(Shaded area to be completed by Human Resources only.)

<p>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</p> <p>Written</p>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>9/8/18 written, 8/10/18 written, 7/10/18 written, 6/6/18 verbal, 5/27/18 notification, 11/26/17 final, 11/11/17 final, 11/3/17 written, 10/11/17 written</p>
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Consequence if incident occurs again:

Final and/or AE

Human Resources Signature(s): <i>[Signature]</i>	Date: 9/10/18
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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:**

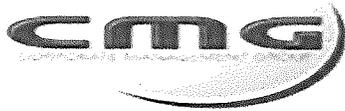
Employee comments: (Attach sheets if necessary.)

sent a copy on 9/10/18

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

Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

Employee signature: _____	Date: _____
Witness signature (if any): _____	Date: _____
Signature of person presenting report: _____	Date: _____



Disciplinary Report Form

Employee name: Rosa Marquez	Hire Date: 8/7/2010	Job title: Sanitation
Department: Sanitation	Shift: 1 st	Supervisor: Jeff Ramaker

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

Type of offense: Absenteeism Tardiness Misuse of property/equipment Using property/equipment for personal use Leaking confidential information Theft or fraud Lying or cheating Falsifying company documents Unsafe behavior Eating in undesignated areas Smoking in undesignated areas Posting items without permission Spreading gossip Using vulgar language Horseplay Indecent behavior Bringing weapon onsite Bringing illegal drugs/alcohol onsite Failing to follow instructions Poor work quality Poor work quantity Refusing to work Sleeping on the job Poor hygiene Poor housekeeping Disregarding dress code Other Disruption in the work place Threatening or creating conflict w/ coworkers

Absenteeism

Incident description: (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)

Unexcused Absence on 10/13/2018

Completed by: Sierra Peterson	Date: 10/15/2018
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(Shaded area to be completed by Human Resources only.)

<p>Progressive step: <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>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>11/3/2017- Written for attendance 11/11/2017- Final for attendance 11/26/2017- Final for attendance 5/27/2018- Notification for attendance 6/6/2018/- Verbal for attendance 7/10/2018- Written for attendance 8/10/2018- Written for attendance 9/8/2018- Written for attendance</p>
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FINAL Warning for the Attendance Policy

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

Human Resources Signature(s): <i>Kelsey Sikkink</i>	Date: 10/15/2018
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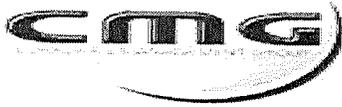
Employee statement: I agree with the incident description above. I disagree with the incident description above.
Date report presented to employee:

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

Employee name: Rosa Marquez	Hire Date: 8/7/2010	Job title: Sanitation
Department: Sanitation	Shift: 1 st	Supervisor: Jeff Ramaker

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

Type of offense: Absenteeism Tardiness Misuse of property/equipment Using property/equipment for personal use Leaking confidential information Theft or fraud Lying or cheating Falsifying company documents Unsafe behavior Eating in undesignated areas Smoking in undesignated areas Posting items without permission Spreading gossip Using vulgar language Horseplay Indecent behavior Bringing weapon onsite Bringing illegal drugs/alcohol onsite Failing to follow instructions Poor work quality Poor work quantity Refusing to work Sleeping on the job Poor hygiene Poor housekeeping Disregarding dress code Other: _____ Disruption in the work place Threatening or creating conflict w/ coworkers

Absenteeism

Incident description: (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)

Unexcused Absence on 11/13/2018

Completed by: Sierra Peterson	Date: 11/14/2018
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(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input checked="" 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: 11/26/2017- Final Warning for the Attendance Policy 5/27/2018- Notification for attendance 6/6/2018- Verbal Warning for the Attendance Policy 7/10/2018- Written Warning for the Attendance Policy 8/10/2018- Written Warning for the Attendance Policy 9/8/2018- Written Warning for the Attendance Policy 10/13/2018- Final Warning for the Attendance Policy
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FINAL Warning for the Attendance Policy

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

Human Resources Signature(s): <i>Kelsey Sikkink</i>	Date: 11/14/2018
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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:** _____

