



Disciplinary Report Form

Employee name: Cliff Allen **Hire Date:** 8/25/15 **Job title:** Sanitation

Department: Sanitation **Shift:** 3rd **Supervisor:** Tim Holt

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

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.)
 9/16/15 Daycare Issues 11/23/15 Daycare Issues
 10/13/15 Daycare Issues 12/10/15 sick

Completed by: Renee Burns **Date:** 12/15/15

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

Progressive step: Oral warning* Suspension (unpaid) Release Written reprimand Discharge Suspension (paid) *File apart from personnel files and copies thereof

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
 Verbal warning @ 3 month review - 12/7/15

Consequence if incident occurs again:
 More than Eight absences in one year — termination

Human Resources Signature(s): Renee Burns **Date:** 12/15/15

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: Clifford Allen **Date:** 2-4-16 **Witness signature (if any):** _____ **Date:** _____ **Signature of person presenting report:** _____ **Date:** _____