



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

6 absences in 6 months... final warning

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 Childcare 12/10/15 Sick
 10/13/15 Childcare 2/1/16 Sore Leg
 11/23/15 Childcare 2/24/16 Sore from basketball

Completed by: Renee Burns **Date:** 2/29/16

(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

Final written warning

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
 Oral warning 12/15/15
 Written warning 2/4/16

Consequence if incident occurs again:
 8 absences in less than one year = termination

Human Resources Signature(s): Renee Burns **Date:** 2/29/16

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: Cliff Allen **Date:** 3-1-16 **Witness signature (if any):** _____ **Date:** _____ **Signature of person presenting report:** _____ **Date:** _____