



# Disciplinary Report Form

<b>Employee name:</b> Elizabeth Angrimson	<b>Hire Date:</b> 10/24/2015	<b>Job title:</b> Shipping
<b>Department:</b> Production	<b>Shift:</b> 1st	<b>Supervisor:</b> Miguel Quintanilla

**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 \_\_\_ **X\_ 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\_ Poor work quality**

**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.)

**Elizabeth need's to work on her performance/speed and making sure she is keeping up with the line. Work performance needs to improve immediately.**

<b>Completed by:</b> Kate Ritter	<b>Date:</b> 1/15/2016
----------------------------------	---------------------------

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

<b>Progressive step:</b> ___ Oral warning* ___ Suspension (unpaid) ___ Written reprimand ___ Release ___ Suspension (paid) *File apart from personnel files and copies thereof	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
<b>Written Warning</b>	Verbal Warning

**Consequence if incident occurs again:** **Final Warning**

<b>Human Resources Signature(s):</b> Kate Ritter	<b>Date:</b> 1/15/2016
--	------------------------

**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:** [Signature]      **Date:** 1/15/16  
**Witness signature (if any):** \_\_\_\_\_      **Date:** 1/15/16  
**Signature of person presenting report:** [Signature]      **Date:** 1/15/16