



# Disciplinary Report Form

Employee name:  
Ben Moyer

Employee number:  
112368

Job title:  
Production

Department:  
Hornell

Shift:  
1st

Supervisor:  
Jeff Ramaker

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

**Type of offense:**  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.)

Ben was a no call no show for work on March 23, 2011 and March 24, 2011. Ben was called by CMG and a message was left for him on March 23, 2011. Ben has not returned CMG's phone call or returned to work.

Completed by: *Bellevue Adelstein*

Date: *3.24.11*

(Shaded area to be completed by Human Resources only.)  
Progressive steps:  Oral warning  Suspension (unpaid)  Release  Written reprimand  Suspension (paid) \*File apart from personnel files and copies thereof

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:  
No Call No Show for work, January 24<sup>th</sup>, 2011, Verbal warning given.

Discharge

Consequence if incident occurs again:

N/A

Human Resources Signature(s): *Michelle J. Landry II* Date: *Mar 24, 2011*

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.)  
Could not set up a meeting with employee. Disciplinary Report and supporting documents will be mailed to Ben on March 25<sup>th</sup>, 2011.

**Employee acknowledgment:** 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 continued**

**Attached Documents:**

- 1) Employee Attendance**
- 2) Verbal Warning**
- 3) Tardiness and Absence  
Policy**



[admin home](#) | [edit profile](#) | [logout](#)

**CMG Time Management Administration**

**Employee Attendance**

\* Required

- \* **E employees**  
List Employees  
Reporting Search

**Employee Information:** [Back to Benjamin Moyer](#) **Create Date:** 10/27/2010

**Client:** Employer Solutions  
**Group:** Rochester - Reichel

- \* **Clients**  
Locations  
Add Contact  
Employee Roster

**Location:** Foods

The attendance entry has been entered for Benjamin Moyer  
Submit another entry below.

**Benjamin Moyer**

\* **Date:**  to

\* **Reason:**

\* **Excused:**

\* **# of hours:**

**Notes:** (64 character limit)

Start	End	Reason/Note	Excused	Hours	Submitted	Entered by
03/16/2011	03/16/2011	NCNS	No	8.00	03/24/2011	Sitkink, Kelsey
03/15/2011	03/15/2011	Left early	No	8.00	03/24/2011	Sitkink, Kelsey
03/10/2011	03/10/2011	Sick	No	8.00	03/17/2011	Sage, Emily
03/08/2011	03/08/2011	Sick	No	2.50	03/17/2011	Sage, Emily
02/23/2011	02/23/2011	Left early went home sick at 7:30	No	8.00	03/11/2011	Talbot, Rebecca
02/14/2011	02/14/2011	Left early went home sick at 9:30am	No	8.00	03/11/2011	Talbot, Rebecca
02/14/2011	02/14/2011	Left early went home sick at 9:	No	4.50	02/18/2011	Talbot, Rebecca
01/25/2011	01/25/2011	NCNS	No	8.00	02/18/2011	Talbot, Rebecca
01/25/2011	01/25/2011	NCNS tried calling. No answer. L/M	No	8.00	02/04/2011	Talbot, Rebecca
01/24/2011	01/24/2011	Other left at 7:30am, grandmother in hospital	No	8.00	01/25/2011	Sage, Margo
01/11/2011	01/11/2011	Sick excused	Yes	6.50	02/07/2011	Talbot, Rebecca
12/28/2010	12/28/2010	Sick excused	Yes	8.00	01/14/2011	Talbot, Rebecca
11/21/2010	11/21/2010	Sick called in	Yes	8.00	12/31/2010	Talbot, Rebecca
11/21/2010	11/21/2010	Sick called in	No	8.00	11/22/2010	Talbot, Rebecca

- \* **Documents**  
Document Center
- \* **Timesheet**  
Client List
- \* **Reports**  
Report Dashboard
- \* **Admin Home**

Margo Sage | 01/25/11, 1:10 pm Mountain Time

Called to explain that he must call the supervisor to explain why needs to contact him in addition to calling in the sick line.

**✓** ~~REGULAR AND PROMPT REPORTING~~

Regular and timely attendance is essential to performing your job.

If you find it necessary to be absent from work due to illness or other emergency, you must call both your ESSG Account Manager at tel. 507.289.7264, Ext. 213 and your **REICHEL FOODS MANAGER**. If you reach the voice mail, leave your name, the reason why you will not be reporting for work and a telephone number where you can be reached.

~~Make it a priority to be on time and at work every day that you are assigned.~~ **Make it a priority to be on time and at work every day that you are assigned.**

**✓** **SAFETY**

Safety is everyone's responsibility. We all benefit when high standards of safety are maintained and observed. You are expected to adhere to all safety standards set forth by **REICHEL FOODS**. As a ESSG Associate, you will be given an orientation of general safety policies. Your **REICHEL FOODS MANAGER** will also explain any job-specific safety policies.

The following are basic **Reichel Foods** safety rules:

1. No open-toed shoes should be worn in production areas
2. Use proper lifting techniques or ask for help when lifting or carrying cartons, boxes or other bulky items
3. Know the location of first aid kits and fire extinguishers
4. Good housekeeping is necessary to maintain a safe environment. All **ESSG** associates and **Reichel Foods** employees are asked to keep our facilities neat and orderly.

**✓** **ON-THE-JOB INJURIES & MEDICAL EMERGENCIES**

ESSG supports all federal and state OSHA laws and regulations and requires that all injuries -- no matter how slight -- be reported to your ESSG Account Manager and **REICHEL FOODS MANAGER** immediately.

In the event of an injury that requires immediate medical attention, ESSG or **REICHEL FOODS** will make arrangements for you to be transported to receive medical attention. All medical paperwork is to be submitted to your ESSG Account Manager who will then forward it to the ESSG corporate office. ESSG reserves the right to have you examined by a physician. If you are unable to return to your assignment after an injury, you are expected to keep in regular