Disciplinary Report Form

Employee name:	Hire Date:	Job title:
Stephen Boose	1-15-15	Sanitation
Department:	**Shift:**	**Supervisor:**
Sanitation	3rd	Tim H

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

Type of offense: X 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.)

03/05/2015 ncns 03/26/2015 ncns
03/23/2015 Sick 03/31/2015 Sick

Completed by:	Date:
Jenny Missell	4-1-15

(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*

Written Warning

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

Oral Warning
3-23-15

Consequence if incident occurs again:
5th Absence by 10-15-15 Possible Termination

Human Resources Signature(s):	Date:
	4-1-15

Em[redacted] X I agree with the incident description above. __ I disagree with the incident description above. **Date report presented to employee:**

[redacted]: (Attach sheets if necessary.) A

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.

[redacted]: Stephen Boose [redacted] 4-2-15 **Witness signature (if any):** _____ **Date:** _____ **Signature of person presenting report:** _____ **Date:** _____