EMPLOYEE DOCUMENTATION FORM

CMG

Name *Brent Kenney*   Date: *7-14-08*

RECOGNIZING POSITIVE BEHAVIOR

_____ Outstanding Job Performance   _____ Exceptional Loyalty and Spirit   _____ Went the Extra Mile
_____ Extra Effort in Helping Others   _____ Super Cooperation / Flexible Attitude   _____ Exceptional Quality
_____ Exceptional Attention to Safety   _____ Thank you for your contribution   _____ Other (Explain below)

_____
_____
_____
_____
_____

CORRECTING EMPLOYEE BEHAVIOR

Progressive discipline generally will apply and all disciplinary actions will remain active for a period of one year. If a violation of any four rules of conduct occur within a twelve-month period it will result in employment termination. Disciplinary action may exceed the normal progression and may include termination depending on the severity of the infraction. **Absenteeism** - Absence without notification or excuse, excessive absenteeism/tardiness or extending rest periods will be disciplined separately from other Rules of Conduct.

_____ Verbal Warning __X__ Written Warning _____ Suspension (_____ Total Days)
_____ Termination (Date _____) Return to Work on (Date) _____
                                                                    (Time) _____
_____ Attendance _____ Performance _____ Quality of Work _____ Cooperation _____ Safety >>
_____ Insubordination __X__ Behavior _____ Policy Violation __X__ Other (Explain below)

	SAFETY
_____	Rule Violation
_____	Unreported
_____	Accident
_____	Negligence or
	Injured Other(s)
_____	Injury or
	Property Damage
_____	Repeat Offender

Sat 7-12-08 Brent was scheduled To work a full day in finishings. I Tried To find Brent all day but he seemed To be missing. After speaking with his team members The Last time they had seen him was between 9:30 to 11:30am. Brent also did Not clock out at End of his shift.   He also did not clockout on 7-11-08

EMPLOYEE IMPROVEMENT PLAN:

_____ Improve Attendance/Tardiness   _____ Re-Train/Review Policy   _____ Performance / Quality of Work

_____ Change Shift / Job Assignment   _____ Transportation / Car Pool   __X__ Improve Cooperation / ~~Attitude~~

_____ Improve Home Circumstances   _____ Seek Employee Assistance   __X__ Other *Stay in work area unless asked otherwise by Your TeamLeader.*
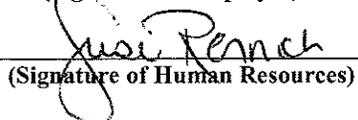
My agreed **"Performance Improvement Plan"** is:

1. *I will Punch in and out everyday and Report any Time clock issue's immediatly*

2. *I will Stay busy in my work area with my Team unless directed otherwise by my team Leader*
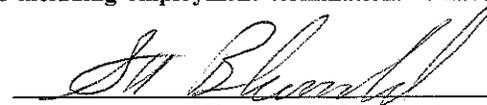
3. _____

We agree to work together on the items identified in this Performance Improvement Plan and to make every effort to reach the goals and expectations defined. Should it be determined that my overall performance improvement does not meet expectations, further discipline may be required up to and including employment termination. I have read and received a copy of this documentation.

_____   _____
(Signature of Employee)   (Signature of Manager)

_____   (Original returns to HR, Copy is given to the Employee)
(Signature of Human Resources)

Employee Detail Report
07/06/08 - 07/19/08

Employee Name: Kinney, Brent   **Badge Number:** 672

TimeSheet

Date		IN	Account	OUT	Daily	Weekly	Pay Period
Pay Period: 07/06/08							
07/07/08	Mon	06:54 AM	2/163/104	03:37 PM	8.00	8.00	8.00
07/08/08	Tue	06:52 AM	2/163/104	03:37 PM	8.25	16.25	16.25
07/09/08	Wed	07:00 AM	2/163/104	03:34 PM	8.00	24.25	24.25
07/10/08	Thu	06:49 AM	2/163/104	11:37 AM	4.75	29.00	29.00
07/11/08	Fri	06:55 AM	2/163/104		0.00	29.00	29.00
07/12/08	Sat	06:56 AM	2/163/104		0.00	29.00	29.00
07/14/08	Mon	06:56 AM	2/163/104	03:31 PM	8.00	8.00	37.00
07/15/08	Tue	06:38 AM	2/163/104		0.00	8.00	37.00

Hours Detail

Payroll Date		Account	Pay Code	Hours	Dollars
07/07/2008	Mon	2/163/104	Regular	8.00	
07/08/2008	Tue	2/163/104	Regular	8.25	
07/09/2008	Wed	2/163/104	Regular	8.00	
07/10/2008	Thu	2/163/104	Regular	4.75	
07/10/2008	Thu	2/163/104	Personal Time	8.00	
07/14/2008	Mon	2/163/104	Regular	8.00	

Pay Code Edits

Date Time	Pay Code	Account	Amount	Count OT	Count Holiday
07/10/08 07:00 AM	Personal Time		8.00	False	False

Exception Detail

Date		Time	Exception	Comment	Hours
07/10/08	Thu	11:37 AM	Early Out		3.88
07/11/08	Fri	06:55 AM	Missing Out		0.00
07/12/08	Sat	06:56 AM	Missing Out		0.00
07/15/08	Tue	06:38 AM	Unscheduled		0.00