Disciplinary Report Form

Employee name: Mu Mu	Hire Date: 11/28/14	Job title: Production
Department: Commissary	Shift: 1st	Supervisor: Denise Braucks

Offense track: __ Performance issue **X** 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 __ 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 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.)

Mu has 3 absences within the first 6 months of employment. Attendance must improve immediately.

Completed by: Taylor Barsness	Date: 1/30/15

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

Progressive step: __ Oral warning* __ Suspension (unpaid) __ Written reprimand __Release __ Suspension (paid) **File apart from personnel files and copies thereof* **Written warning**	**Previous warnings:** Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: N/A

Consequence if incident occurs again: Final written warning

Human Resources Signature(s): Taylor Barsness	Date 1/30/15

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: Denise Braucks **Date:** 2.6.15
Witness signature (if any): Denise Braucks **Date:** 2/6/15
Signature of person presenting report: [signature] **Date:** 2/6/15