



Disciplinary Report Form

Employee name: Cassie Sampson	Hire Date: 1/30/15	Job title: Production
Department: Shipping	Shift: 1st	Supervisor: Miguel Quintanilla

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

Type of offense: **X Absenteeism X 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
X Tardiness

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.)

Cassie has been late on 6 separate occasions, has 4 absences and has gone home early 1 day. Attendance/tardiness must improve immediately. This is a written warning.

Completed by: Taylor Barsness	Date: 2/24/15
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(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	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: N/A
Written warning	

Consequence if incident occurs again:
Final written warning will be issued.

Human Resources Signature(s): Taylor Barsness	Date: 2/24/15
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Employee statement: A 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]
Witness signature (if any): _____
Signature of person presenting report: [Signature]

Date: 2-24-15
Date: _____
Date: 2/24/15