



Disciplinary Report Form

Employee name: Taylor Kreider	Hire Date: 1/8/15	Job title: Production
Department: Shipping	Shift: 1st	Supervisor: Miguel Quintanilla
Offense track: ☐ Performance issue ☒ 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 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.) Taylor has been late on 8 separate occasions, she has also called in on 2 separate occasions. Attendance / time management must improve immediately.		
Completed by: Taylor Barsness		Date: 3/3/15
(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	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:	
Consequence if incident occurs again: Assignment will be ended		
Human Resources Signature(s): Taylor Barsness		Date: 3/3/15
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:		Date: March 31, 2015
Witness signature (if any):		Date: 3/3/15
Signature of person presenting report:		Date: 3/3/15