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 tardy on 10 separate occasions. She has called in 3 days and has one NCNS. Attendance/time management must improve immediately. No more absences/tardies will be accepted or tolerated.

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* **Final written warning**	**Previous warnings:** Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: Written warning: 2/25/15

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:** 3-3-15
Witness signature (if any): _____ **Date:** 3/3/15
Signature of person presenting report: _____ **Date:** 3-3-15