



Disciplinary Report Form

Employee name: Cory Hughes	Hire Date:	Job title: Transportation
Department: Transportation	Shift: 2nd	Supervisor: Joe Dominqu

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 Other

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.)

Cory was not in compliance with the departmental policies regarding correctly filling out paperwork. This needs to improve immediately, this is a written verbal.

Completed by: Taylor Barsness	Date: 3/11/15
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(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: N/A
Written verbal	

Consequence if incident occurs again: Written warning will be issued, this will be going into his permanent file.

Human Resources Signature(s): Taylor Barsness	Date: 3/11/15
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Employee statement: I agree with the incident description above. I disagree with the incident description above.

Date report presented to employee: 3/13/15

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: <u>Cory Hughes</u>	Date: <u>3-13-2015</u>
Witness signature (if any): <u>Joe Dominqu</u>	Date: <u>3-13-2015</u>
Signature of person presenting report: <u>Joe Dominqu</u>	Date: <u>3-13-2015</u>