



Disciplinary Report Form

Employee name: Mu Mu	Hire Date: 11/28/15	Job title: Production
Department: Commissary	Shift: 1st	Supervisor: Denise Braucks

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

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 missed 8 days here at Supermoms, this is a final written warning. Attendance must improve immediately. Any more absences will result in her assignment being ended.

Completed by: Taylor Barsness

Date: 3/24/15

(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:

Final Written Warning

Written warning - 2/6/15

Consequence if incident occurs again:

Assignment will be ended here at Supermoms.

Human Resources Signature(s): Taylor Barsness


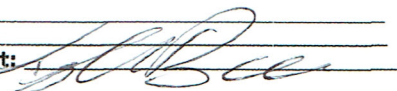
Date: 3/24/15

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: 
Witness signature (if any): _____
Signature of person presenting report: 

Date: 3.25.15
Date: _____
Date: 3/25/15