



# Disciplinary Report Form

Employee name: <b>Melissa Prime</b>		Hire Date: <b>3/18/15</b>	Job title: <b>Production</b>
Department: <b>Packaging</b>		Shift: <b>1st</b>	Supervisor: <b>Miguel Quintanilla</b>

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 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.)

**Melissa has been tardy on 3 separate occasions, this is a final warning.**

Completed by: **Taylor Barsness** Date: **3/30/15**

**(Shaded area to be completed by Human Resources only.)**

<b>Progressive step:</b> <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  <b>Final warning</b>	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:  30 day probationary period from 3/18/15-4/18/15.
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Consequence if incident occurs again: **Assignment will be ended.**

Human Resources Signature(s): **Taylor Barsness** Date **3/30/15**

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: *Melissa Prime* Date: 4/1/15  
 Witness signature (if any): *Raul...* Date: 4/1/15  
 Signature of person presenting report: *Taylor Barsness* Date: 4/1/15