



Disciplinary Report Form

Employee name: Xai Vang	Hire Date: 9-11-14	Job title: Production
Department: Sanitation	Shift: 2nd	Supervisor: Francisco
Offense track: ___ Performance issue X Work rule violation, Work rule violated, if any:		
<p>Type of offense: 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 ___ X Other ___ Disruption in the work place ___ Threatening or creating conflict w/ coworkers</p> <p>X Tardiness X Long Lunches</p>		
<p>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.)</p> <p>Xai has 5 tardies since her written warning. Attendance and time management must improve immediately. This is a final written warning.</p>		
Completed by: Katie Ritter		Date: 4/23/15
(Shaded area to be completed by Human Resources only.)		
<p>Progressive step: ___ Oral warning* ___ Suspension (unpaid) ___ Written reprimand ___ Release ___ Suspension (paid) *File apart from personnel files and copies thereof</p> <p>Final written warning</p>		<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>Written warning</p>
Consequence if incident occurs again: Assignment will be ended at Supermoms.		
Human Resources Signature(s): Katie Ritter		Date: 4/23/15
Employee statement: <input checked="" type="checkbox"/> 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.)		
<p>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.</p> <p>Employee signature: <u>Xai Vang</u> Date: <u>4/24/15</u></p> <p>Witness signature (if any): <u>[Signature]</u> Date: <u>4/24/15</u></p> <p>Signature of person presenting report: <u>[Signature]</u> Date: <u>4/24/15</u></p>		