



Disciplinary Report Form

Employee name: Matthew Salinas	Hire Date: 9/21/14	Job title: Production
Department: 3rd commissary sanitation	Shift: 3rd	Supervisor: Ken Zimmerman
Offense track: <input type="checkbox"/> Performance issue <input checked="" type="checkbox"/> Work rule violation Work rule violated, if any:		
Type of offense: <input checked="" type="checkbox"/> Absenteeism <input checked="" type="checkbox"/> Tardiness <input type="checkbox"/> Leaving work area without permission <input type="checkbox"/> Misuse of property/equipment <input type="checkbox"/> Damaging/Losing property/equipment <input type="checkbox"/> Using property/equipment for personal use <input type="checkbox"/> Leaking confidential information <input type="checkbox"/> Theft or fraud <input type="checkbox"/> Lying or cheating <input type="checkbox"/> Falsifying company documents <input type="checkbox"/> Unsafe behavior <input type="checkbox"/> Eating in undesignated areas <input type="checkbox"/> Smoking in undesignated areas <input type="checkbox"/> Posting items without permission <input type="checkbox"/> Fighting or creating conflict <input type="checkbox"/> Spreading gossip <input type="checkbox"/> Using vulgar language <input type="checkbox"/> Rudeness <input type="checkbox"/> Abusiveness <input type="checkbox"/> Horseplay <input type="checkbox"/> Indecent behavior <input type="checkbox"/> Bringing weapon onsite <input type="checkbox"/> Bringing illegal drugs/alcohol onsite <input type="checkbox"/> Failing to follow instructions <input type="checkbox"/> Poor work quality <input type="checkbox"/> Poor work quantity <input type="checkbox"/> Refusing to work <input type="checkbox"/> Sleeping on the job <input type="checkbox"/> Poor hygiene <input type="checkbox"/> Poor housekeeping <input type="checkbox"/> Disregarding dress code <input type="checkbox"/> Other		
<div style="font-size: 1.2em; margin-left: 20px;"> <input checked="" type="checkbox"/> Absenteeism <input checked="" type="checkbox"/> Tardiness </div>		
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.) Matt has missed 4 days since he began work and has been tardy once as well. Attendance / tardiness must improve immediately.		
Completed by: Taylor Bassness		Date: 11/5/14
(Shaded area to be completed by Human Resources only.)		
Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input checked="" type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof Final Warning		Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: Verbal Warning
Consequence if incident occurs again: 2 more absences will result in final written warning		
Human Resources Signature(s):		Date: 11/5/14
Employee statement: <input type="checkbox"/> I agree with the incident description above. <input checked="" type="checkbox"/> I disagree with the incident description above. Date report presented to employee:		
Employee comments: (Attach sheets if necessary.) I am not able to properly challenge this written warning. Supervisor not present.		
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: 11/7/14 Witness signature (if any): _____
person presenting report:		Date: 11/7/14 Signature of _____