



S.R.C. - Pipestone, MN U.S.A.

# EMPLOYEE DOCUMENTATION FORM

Name Chad Hinds Date: 12 Dec 07

### RECOGNIZING POSITIVE BEHAVIOR

- Outstanding Job Performance
- Extra Effort in Helping Others
- Exceptional Attention to Safety
- Exceptional Loyalty and Spirit
- Super Cooperation / Flexible Attitude
- Thank you for your contribution
- Went the Extra Mile
- Exceptional Quality
- Other (Explain below)

### CORRECTING EMPLOYEE BEHAVIOR

Progressive discipline generally will apply and all disciplinary actions will remain active for a period of one year. If a violation of any four rules of conduct occur within a twelve-month period it will result in employment termination. Disciplinary action may exceed the normal progression and may include termination depending on the severity of the infraction. **Absenteeism** - Absence without notification or excuse, excessive absenteeism/tardiness or extending rest periods will be disciplined separately from other Rules of Conduct.

- Verbal Warning
- Written Warning
- Suspension ( \_\_\_\_\_ Total Days)
- Termination (Date \_\_\_\_\_) Return to Work on (Date) \_\_\_\_\_ (Time) \_\_\_\_\_
- Attendance
- Performance
- Quality of Work
- Cooperation
- Safety >>
- Insubordination
- Behavior
- Policy Violation
- Other (Explain below)

| SAFETY                   |                                |
|--------------------------|--------------------------------|
| <input type="checkbox"/> | Rule Violation                 |
| <input type="checkbox"/> | Unreported Accident            |
| <input type="checkbox"/> | Negligence or Injured Other(s) |
| <input type="checkbox"/> | Injury or Property Damage      |
| <input type="checkbox"/> | Repeat Offender                |

Verbal warning on tardiness. You have been given expectation of coming to work in a timely manner last minute to report to work late. Our shift starts at 7:00Am and ends at 3:30 pm

### EMPLOYEE IMPROVEMENT PLAN:

- Improve Attendance/Tardiness
- Re-Train/Review Policy
- Performance / Quality of Work
- Change Shift / Job Assignment
- Transportation / Car Pool
- Improve Cooperation / Attitude
- Improve Home Circumstances
- Seek Employee Assistance
- Other \_\_\_\_\_

My agreed "Performance Improvement Plan" is:

1. Improvement plan come to work and be on the floor no later than 7:00 Am
2. \_\_\_\_\_
3. \_\_\_\_\_

We agree to work together on the items identified in this Performance Improvement Plan and to make every effort to reach the goals and expectations defined. Should it be determined that my overall performance improvement does not meet expectations, further discipline may be required up to and including employment termination. I have read and received a copy of this documentation.

Chad Hinds  
(Signature of Employee)

Viola Foster Dr  
(Signature of Manager)

\_\_\_\_\_  
(Signature of Human Resources)

(Original returns to HR, Copy is given to the Employee)