



# Disciplinary Report Form

Employee name: <b>Corwin Podel</b>	Hire Date: <b>9/30/15</b>	Job title: <b>Bench</b>
Department: <b>Production</b>	Shift: <b>1st</b>	Supervisor: <b>Curt Raatz</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

**Failing to follow instructions**  
**Poor work quality**  
**Stealing time (staying after hours to make up missed time without consent)**  
**Unsafe behavior**

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.)

**Corwin needs to improve his work performance, leave when his shift is complete, and follow all safety protocol. Corwin needs to stay on task, stay within his department (bench) and follow any instruction given to him by his lead and supervisor. Corwin must also leave at the end of his shift, Curt spoke with him about staying until 12:23pm yesterday and he said he was making up time for not working on Thanksgiving (Corwin was outside smoking a cigarette during this time). This is stealing time and will not be tolerated any further.**

Completed by: **Taylor Barsness** Date: **12/1/15**

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

Progressive step: <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	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
Final written warning	Verbal warning

Consequence if incident occurs again: **Assignment will be ended at Supermoms**

Human Resources Signature(s): **Taylor Barsness** Date: **12/1/15**

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: *Corwin Podel* Date: **12-2-15**  
Witness signature (if any): *[Signature]* Date: **12-2-15**  
Signature of person presenting report: *[Signature]* Date: **12-2-15**