



## Disciplinary Report Form

<b>Employee name:</b> Cristhian Morales	<b>Hire Date:</b> 5/3/16	<b>Job title:</b> PT Shipping
<b>Department:</b> Production	<b>Shift:</b> 1 <sup>st</sup> Shift	<b>Supervisor:</b> Miguel Q.

**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\_ Absenteeism

**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.)

**Cristhain has missed several days of work. Below are his entries. He was given a PT Shipping position and has been allowed to get extra hours after class if needed.**

- 11/5/16 Saturday: NCNS**
- 11/6/16 Sunday: 4:30pm start**
- 11/13/16 Sunday NCNS**
- 11/19/16 Saturday: NCNS**
- 11/20/16 Sunday: NCNS**
- 11/26/16 Saturday: NCNS**
- 11/27/16 Sunday: 3:56pm start**

**Moving forward, work Schedule will be:  
Sunday – Thursday will be 4:00pm -10:00pm.**

<b>Completed by:</b> Kate Ritter	<b>Date:</b> 11/29/2016
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<b>(Shaded area to be completed by Human Resources only.)</b>	
<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:  Verbals

**Consequence if incident occurs again:** Term

<b>Human Resources Signature(s):</b> Kate Ritter	<b>Date:</b> 11/29/16
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**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.)  
 X Cristhian Morales  
 X Kate Ritter 11-29-16      X [Signature] 11-29-16