



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

EMPLOYEE DOCUMENTATION FORM

Name David Andrews

Date: 7-29-08

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 7-29-08) Return to Work on (Date _____ (Time) _____)
- Attendance
- Performance
- Quality of Work
- Cooperation
- Safety >>
- Insubordination
- Behavior
- Policy Violation
- Other (Explain below)

David has two day of no call no show and a previous write up for Attendance

SAFETY
Rule Violation
Unreported
Accident
Negligence or
Injured Others)
Injury or
Property Damage
Repeat Offender

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. _____
2. _____
3. _____
4. _____

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.

Not here
(Signature of Employee)

[Signature]
(Signature of Manager)

(Original returns to Human Resources, Copy is given to the Employee)



EMPLOYEE DOCUMENTATION FORM

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

Name David Andrews

Date: 7-24-08

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 _____)
- Attendance Performance Quality of Work Cooperation Safety >>
- Insubordination Behavior Policy Violation Other (Explain below)

David called in to work said he missed the bus on 7-22-08 this is his first write up. This write up will come off on Jan 23, 2009

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

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. _____
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.

Not here
(Signature of Employee)

[Signature]
(Signature of Manager)

(Signature of Human Resources)

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



EMPLOYEE DOCUMENTATION FORM

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

Name David Andrews

Date: 7-28-08

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 2nd Final
- Written Warning
- Suspension (_____ Total Days)
- Termination (Date _____) Return to Work on (Date _____)
- Attendance
- Performance
- Quality of Work
- Cooperation
- Safety >>
- Insubordination
- Behavior
- Policy Violation
- Other (Explain below)

David did not come to work on 7-28-08. Did not call in to work.

Can not miss anymore days till 7-29-08

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

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. _____
2. _____
3. _____
4. _____

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.

Mark Here
(Signature of Employee)

[Signature]
(Signature of Manager)

(Original returns to Human Resources, Copy is given to the Employee)