



Disciplinary Report Form

Employee name: Dianne Hiatt	Hire Date: 12/23/2015	Job title: Shipping
Department: Production	Shift: 1st	Supervisor: Miguel Quintanilla

Offense track: ___ Performance issue ___ Work rule violation, **Work rule violated, if any:**

Type of offense: X 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
 12/22

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.)

Dianne's supervisor would like to issue a 30 day probationary period due to attendance.

Completed by: Kate Ritter	Date: 12/23/2015
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(Shaded area to be completed by Human Resources only.)

Progressive step: ___ Oral warning* ___ Suspension (unpaid) ___ Written reprimand ___ Release ___ Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: Verbal Warning and written warning
Final Written Warning	

Consequence if incident occurs again: Assignment will be ended

Human Resources Signature(s): Kate Ritter	Date: 12/23/15
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Employee statement: X 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: <u>Dianne M. Hiatt</u>	Date: <u>12-23-15</u>
Witness signature (if any): <u>Angela Pabina</u>	Date: <u>12-23-15</u>
Signature of person presenting report: <u>Kate Ritter</u>	Date: <u>12-23-15</u>