

Disciplinary Report Form



Employee name:	Cory Dudley	
Department:	Sanitation	
Hire Date:	10-8-14	Shift: 3rd
Job Title:	Sanitation	
Supervisor:	Tim Holt	

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

Type of offense: Absenteeism Tardiness Leaving work area without permission Misuse of property/equipment Theft Damaging/Losing property/equipment Using property/equipment for personal use Leading confidential information Smoking in undesignated areas Eating in undesignated areas Spreading gossip Using vulgar language Lying or cheating Falsifying company documents Posting items without permission Fighting or creating conflict Spreading gossip Using vulgar language Rudeness Horseplay Indecent behavior Bringing weapon onsite Bringing illegal drugs/alcohol onsite Poor work quality Poor work quantity Refusing to work Sleeping on the job Poor hygiene Poor housekeeping Disregarding dress code Other

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.)

4 Absences

2/17/15 Sick
2/20/15 Sick
3/1/15 Sick?
3/1/15 Sick?

Completed by: Renee Burns
Date: 3-4-15

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

Progressive step: Oral warning Suspension (unpaid) Release Written reprimand Discharge Suspension (paid) *File apart from personnel files and copies thereof

4 day = written warning

Verbal warning in regards to attendance when starting 3rd shift

Consequence if incident occurs again: 5th absence in 6 month possible termination

Human Resources Signature(s): Renee Burns
Date: 3-4-15

Employee statement: I agree with the incident description above. I disagree with the incident description above. Date

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 may appeal this report by filing a Discipline Complaint Form.

Employee signature: Cory Dudley
Date: 3/11/15

Witness Signature of: _____
Date: _____

person presenting report: _____
signature (if any): _____
Date: _____