



**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  Damaging/Losing property/equipment  Using property/equipment for personal use  Leaking confidential information  Theft

undesignated areas  Posting items without permission  Fighting or creating conflict  Spreading gossip  Using vulgar language  Rudeness  Abusiveness  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

*X Failing to follow instructions*

**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.)

*Grant went to doctor for injury on 2.27.13 and not contacting CMG.*

**Completed by:** *Lulsvy A. Chikil*      **Date:** *3.5.13*

(Should not be completed by Human Resources only.)

<input type="checkbox"/> Release <input type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension	<input type="checkbox"/> Suspension ( unpaid ) <input type="checkbox"/> Suspension	Previous wage/s: _____ Type: _____ Offense: _____ Date: _____ Date: _____ Type: _____ Offense: _____ Date: _____
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(Add: 10% and 15% Accruals Rec and other items)