



# EMPLOYEE DOCUMENTATION FORM

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

Name Isabel Valdez

Date: 8-1-08

### 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 8-1-08) Return to Work on (Date \_\_\_\_\_ (Time) \_\_\_\_\_)
- Attendance
- Performance
- Quality of Work
- Cooperation
- Safety >>
- Insubordination
- Behavior
- Policy Violation
- Other (Explain below)

**SAFETY**

- Rule Violation
- Unreported Accident
- Negligence or Injured Other(s)
- 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. \_\_\_\_\_

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.

Isabel Valdez  
(Signature of Employee)

[Signature]  
(Signature of Manager)

[Signature]  
(Signature of Human Resources)

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