



Disciplinary Report Form

Employee name: Jeremy Tierney	Employee number: 111621	Job title: Production
Department: Orics 6	Shift: 1 st Shift	Supervisor: Isabel Martinez

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 or fraud Lying or cheating Falsifying company documents Unsafe behavior Eating in undesignated areas Smoking in undesignated areas Posting items without permission Fighting or creating conflict Spreading gossip 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 Disrespect

Using vulgar language

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.)

On April 7th, 2011 Jeremy was explaining to his supervisor his ^{shoulder} wrist situation and using improper language.

Completed by: <i>Kelsey Adickitt</i>	Date: 4.7.11
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(Shaded area to be completed by Human Resources only.)

Progressive step: * <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: _____ Offense: _____ Date: _____ Type: _____ Offense: _____ Date: _____
<input checked="" type="checkbox"/> Oral warning	

Consequence if incident occurs again:
Written warning will be issued.

Human Resources Signature(s): <i>Kelsey Adickitt</i>	Date: 4/7/11
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Employee statement: 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.)
was aware of it - apologized right away - just slipped up using the "F" word - not @ Isabel just about his shoulder.

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: _____	Date: _____
Witness signature (if any): _____	Date: _____
Signature of person presenting report: _____	Date: _____