



# Disciplinary Report Form

Employee name: <u>Jordan Higgins</u>	Hire Date: <u>1/15/18</u>	Job Title: <u>Detail</u>
Department: <u>Production</u>	Shift: <u>1st</u>	Supervisor: <u>Sub Rosa</u>

Offense check:  Performance issue  Work rule violation: Work rule violation, # 1001

Type of offense: Absenteeism  tardiness  Misuse of property/equipment  Using property/equipment for personal use  Accessing confidential information  Theft or fraud  Lying or cheating  Misusing company documents  Unruly behavior  Safety in designated areas  Smoking in undesignated areas  Pushing carts 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  Misreading dress code  Other  Disruption in the work place  Threatening or creating conflict w/ coworkers

- 04/02/2018 15 minutes late
- 03/30/2018 Sick
- 03/29/2018 Arrived late 4 hours 21 minutes late
- 03/27/2018 Sick
- 03/15/2018 Sick
- 03/06/2018 Sick
- 02/26/2018 Sick
- 01/31/2018 Car trouble
- 01/23/2018 Sick

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.)

**This documented verbal written warning is to stress the importance of being to work on-time and on every scheduled work day.**

Completed by: <u>Taylor Barksness</u>	Date: <u>4/3/18</u>
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(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof  Written verbal warning:	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:  Verbal warning issued on 2/5.
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Consequence if incident occurs again:  
Further disciplinary action, up to and including termination.

Human Resources Signature(s): <u>Taylor Barksness</u>	Date: <u>4/3/18</u>
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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.)

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>[Signature]</u>	Date: <u>4/3/18</u>
Witness signature (if any): <u>[Signature]</u>	Date: <u>4/3/18</u>
Signature of person presenting report: <u>Taylor Barksness</u>	Date: <u>4/12/18</u>