



# Disciplinary Report Form

**Employee name:** Jordan Wiggins

**Department:** Production

**Hire Date:** 1/15/18

**Job title:** Bench

**Shift:** 1<sup>st</sup>

**Supervisor:** Curt Raatz

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

**Type of offense:**  Absenteeism  Tardiness  Misuse of 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  Spreading gossip  Using vulgar language  Horseplay  Indecent behavior  Bringing weapon onsite  Bringing illegal drugs/alcohol onsite  Falling to follow instructions  Poor work quality  Poor work quantity  Refusing to work  Sleeping on the job  Poor hygiene  Poor housekeeping  Disregarding dress code  Other  Disruption in the work place  Threatening or creating conflict w/ coworkers

04/02/2018	15 minutes late	04/03/2018	19 minutes late
03/30/2018	Sick	04/04/2018	11 minutes late
03/29/2018	Arrived late 2 hours 21 minutes late	04/05/2018	11 minutes late
03/27/2018	Sick	04/06/2018	13 minutes late
03/15/2018	Sick	04/09/2018	19 minutes late
03/06/2018	Sick	04/10/2018	13 minutes late
02/20/2018	Sick	04/11/2018	18 minutes late
01/31/2018	Car trouble	04/12/2018	12 minutes late
01/23/2018	Sick	04/27/2018	Absent-sick
		05/07/2018	Absent- Doctors appt

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

**Completed by:** Jeymi Campos **Date:** 05/07/2018

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

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

**Written warning:** Written warning

**Previous warnings:** Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:  
 Verbal warning issued on 2/5.  
 Written verbal warning 04/03/2018

**Consequence if incident occurs again:** Further disciplinary action, up to and including termination.

**Human Resources Signature(s):** Jeymi Campos

**Employee statement:**  I agree with the incident description above.  I disagree with the incident description above. **Date:** 05/07/2018

**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:** *Jordan Wiggins*

**Witness signature (if any):** \_\_\_\_\_

**Signature of person presenting report:** *Jeymi Campos*

**Date:** 05/08/2018  
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