



Disciplinary Report Form

Employee name: Jose Bobe	Hire Date: 09/03/2015	Job title: Sanitation
Department: Production	Shift: 1st	Supervisor: Demario R.

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 ___ 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___ Disruption in the work place ___ Threatening or creating conflict w/ coworkers

X___ Absenteeism

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.)

Jose has been absent on 4 separate occasions. Attendance must improve immediately. Jose also needs to make sure that he is punching in at his start time and no earlier.

Completed by: Kate Ritter

Date: 02/22/2016

(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

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:

Written Warning

Verbal Warning

Consequence if incident occurs again: Final Warning

Human Resources Signature(s): Kate Ritter

Date: 02/22/2016

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: Jose Bobe Santiago

Date: 2/24/2016 2/23/2016

Witness signature (if any): [Signature]

Date: 2/24/2016

Signature of person presenting report: [Signature]

Date: 2/23/16

X [Signature]

Dms 2/24/16