



Disciplinary Report Form

Employee name: <i>Jose Luis Garcia</i>	Hire Date: <i>7/9/08</i>	Job title: <i>Production</i>
Department: <i>Production</i>	Shift: <i>2nd</i>	Supervisor: <i>Dery Smark</i>

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

** Theft from company for punching in early and not working right away.*

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 punches into work early and sits in break room. Jose is punching in at 2pm and should not punch in until 2:20pm.

Completed by: *Kelsey Adickel* Date: *9/18/13*

(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	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
<i>Last Chance Warning</i>	

Consequence if incident occurs again: *possible assignment end*

Human Resources Signature(s): *Kelsey Adickel* Date: *9/18/13*

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 Luis Garcia* Date: *9-19-2013*
 Witness signature (if any): _____ Date: _____
 Signature of person presenting report: _____ Date: _____

Kelsey Sikkink

From: Lisa Campbell <Lisa@reichelfoods.com>
Sent: Monday, September 16, 2013 5:50 PM
To: Peter Drahiem; Kristi Gorden; Kelsey Sikkink
Cc: Heng Somark; Bunthy Douk; Mike Schumacher
Subject: Re: Jose-timecard

We will look into this. Thanks Peter

----- Original Message -----

From: Peter Drahiem
To: Kristi Gorden; Lisa Campbell; Kelsey Sikkink <Kelsey@corpmgmtgroup.com>
Cc: Heng Somark; Bunthy Douk; Mike Schumacher
Sent: Mon Sep 16 16:19:17 2013
Subject: FW: Jose-timecard

None of these early punches were approved and we have had this happen with him before. It is the same as stealing from the company, isn't it? Do you have any records about this with him in the past? 2:20 p.m. is the earliest that anyone has been allowed to punch in unless they help first shift, which he hasn't. This was brought to our attention by other employee that noticed this behavior; he would punch in and sit back down.

Thank you,

-----Original Message-----

From: Lisa Campbell
Sent: Monday, September 16, 2013 2:31 PM
To: Bunthy Douk; Heng Somark; Peter Drahiem
Subject: Jose-timecard

Thanks!
Lisa