



# Disciplinary Report Form

Employee name: <i>Teresa Torres</i>	Hire Date: <i>8/7/11</i>	Job title: <i>Sanitation</i>
Department: <i>Production</i>	Shift: <i>2nd</i>	Supervisor: <i>Jamie Sorensen</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

*→ Unauthorized to use supervisor's office for personal use.*  
*→ failing to follow instructions*

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 3/24/14, Teresa used a supervisor's office unauthorized to charge her cell phone and make personal calls. She was supposed to clear office, but went to office, locked the door and used her cell phone.*

Completed by: <i>Kelsey Adeltik</i>	Date: <i>3/27/14</i>
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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 <i>x assignment end</i>	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
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Consequence if incident occurs again: *N/A*

Human Resources Signature(s): <i>Kelsey Adeltik</i>	Date: <i>3/27/14</i>
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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: *Teresa Torres*

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: <i>Teresa Torres</i>	Date: <i>3/27/14</i>
Witness signature (if any): <i>Kelsey Adeltik</i>	Date: <i>3/27/14</i>
Signature of person presenting report: <i>Kelsey Adeltik</i>	Date: <i>3/27/14</i>