



# Disciplinary Report Form

|                              |                    |                           |
|------------------------------|--------------------|---------------------------|
| Employee name: Bianca Kabore | Hire Date: 2/23/15 | Job title: Pathy operator |
| Department: Pathies          | Shift: 2nd         | Supervisor: Mark          |

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

Type of offense:  Absenteeism  Tardiness  Leaving work area without permission  Misuse of property/equipment  Damaging/Losing 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  Fighting or creating conflict  Spreading gossip  Using vulgar language  Rudeness  Abusiveness  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

4 absences in the past year

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.)

7/28/15 sick  
2/11/16 sick  
2/11/16 (needs to study)

Completed by: Bianca Kabore  
Date: 2/23/16

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

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

4 absences  
oral warning on 2/11/16

Consequence if incident occurs again:

Final notice - possible term?  
Human Resources Signature(s): Bianca Kabore  
Date: 2/23/16

Employee statement:  I agree with the incident description above.  I disagree with the incident description above. Date

Employee comments: (Attach sheets if necessary.)  
None

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: Bianca Kabore  
Date: 2/23/16  
Signature of Witness: [Blank]  
Date: 2/23/16