



# Disciplinary Report Form

<b>Employee name:</b> Kadeija Harps	<b>Hire Date:</b> 12/01/13	<b>Job title:</b> Production
<b>Department:</b> Shipping	<b>Shift:</b> 1st	<b>Supervisor:</b> Angela D.

**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  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

**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.)

Excessive tardiness

<b>Completed by:</b> Samantha Tovar	<b>Date:</b> 01/20/2014
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**(Shaded area to be completed by Human Resources only.)**

**Progressive step:**  Oral warning\*  Suspension (unpaid)  Release  Written reprimand  Discharge  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  
12/17/13

**Consequence if incident occurs again:** Termination

<b>Human Resources Signature(s):</b>	<b>Date:</b> 01/20/14
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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:**

**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:** **Date:** 01/20/2014 **Witness signature (if any):** **Date:** 01/20/14 **Signature of person presenting report:**

# Time Card Report

Custom (Sun Dec-01 2013 to Mon Jan-20 2014)

Full Name (Last, First)		ID Number		Badge	Date of Hire		
Harps, Kadieja		7317		2290	12/01/2013		
Date	In	Out	In	Out	Amount	Schedule	Exceptions
Sun Dec-01 2013	6:00a	2:30p			8:00	Unsch	
Mon Dec-02 2013					8:00	Regular	
Tue Dec-03 2013	7:35a	9:31a	10:08a	3:50p	7:38	Unsch	Long Lun.
Wed Dec-04 2013					7:38	Regular	
Thu Dec-05 2013							
Fri Dec-06 2013							
Sat Dec-07 2013							
Sun Dec-08 2013	6:51a	9:36a	10:38a	3:12p	7:19	6:00a/ 2:00p	Tardy, Long Lun.
Mon Dec-09 2013	6:08a	9:42a	10:36a	3:42p	8:40	5:30a/ 1:30p	Tardy, Long Lun.
Tue Dec-10 2013					8:40	Regular	
Wed Dec-11 2013	5:38a	7:45a			2:07	5:30a/ 1:30p	Tardy
Thu Dec-12 2013	6:00a	7:19a			2:07	Regular	
Fri Dec-13 2013	5:43a	9:41a	10:20a	3:20p	8:58	Unsch	Long Lun.
Sat Dec-14 2013					8:58	Regular	
Sun Dec-15 2013					7:30	6:00a/ 2:00p	Absent
Mon Dec-16 2013							
Tue Dec-17 2013	5:36a	9:39a	10:10a	4:46p	10:39	5:30a/ 1:30p	Tardy
Wed Dec-18 2013	5:31a	9:37a	10:07a	3:14p	9:13	5:30a/ 1:30p	Tardy
Thu Dec-19 2013	5:37a	9:27a	10:05a	3:24p	9:13	Regular	
Fri Dec-20 2013	5:31a	9:30a	10:05a	3:23p	9:09	5:30a/ 1:30p	Tardy, Long Lun.
Sat Dec-21 2013	5:26a	9:37a	10:17a	2:33p	9:17	5:30a/ 1:30p	Tardy, Long Lun.
Sun Dec-22 2013					9:17	Regular	
Mon Dec-23 2013	5:36a	9:38a	10:24a	2:32p	8:27	6:00a/ 2:00p	Arr. Early, Long Lun.
Tue Dec-24 2013	3:44a	7:44a	8:16a	12:02p	8:27	Regular	
Wed Dec-25 2013							
Thu Dec-26 2013	5:42a	9:54a	10:33a	2:40p	8:10	5:30a/ 1:30p	Tardy, Long Lun.
Fri Dec-27 2013	5:36a	9:42a	10:03a	4:40p	8:19	Regular	
Sat Dec-28 2013	6:16a	10:05a	10:33a	2:40p	10:34	5:30a/ 1:30p	Tardy
Sun Dec-29 2013					10:34	Regular	
Mon Dec-30 2013	5:29a	9:28a	10:04a	2:01p	7:54	6:00a/ 2:00p	Tardy
Tue Dec-31 2013	5:44a	7:12a	7:58a	1:03p	7:55	5:30a/ 1:30p	Long Lun.
Wed Jan-01 2014					7:55	Regular	
Thu Jan-02 2014					6:33	5:30a/ 1:30p	Tardy, Long Lun.
Fri Jan-03 2014	5:35a	9:46a	10:24a	2:45p	5:18	Regular	
Sat Jan-04 2014	6:14a	9:45a	10:21a	1:18p	1:15	Overtime	
Sun Jan-05 2014							
Mon Jan-06 2014	5:34a	2:04p			8:00	5:30a/ 1:30p	Tardy
Tue Jan-07 2014					8:00	Regular	

# Time Card Report

Custom (Sun Dec-01 2013 to Mon Jan-20 2014)

Tue Jan-07 2014	5:26a	9:44a	10:19a	3:12p	9:07	5:30a/ 1:30p	Long Lun.
Tue Jan-07 2014					9:07	Regular	
Wed Jan-08 2014	5:19a	9:25a	10:04a	2:10p	8:12	5:30a/ 1:30p	Arr. Early, Long Lun.
Wed Jan-08 2014					7:53	Regular	
Wed Jan-08 2014					0:19	Overtime	
Thu Jan-09 2014							
Fri Jan-10 2014	5:34a	10:03a	10:45a	3:57p	9:41	5:30a/ 1:30p	Tardy, Long Lun.
Fri Jan-10 2014					9:41	Regular	
Sat Jan-11 2014	6:14a	9:26a	9:56a	1:17p	6:33	6:00a/ 2:00p	Tardy
Sat Jan-11 2014					6:33	Regular	
Sun Jan-12 2014					7:30	6:00a/ 2:00p	Absent
Mon Jan-13 2014							
Tue Jan-14 2014	5:57a	9:27a	10:07a	1:09p	6:32	5:30a/ 1:30p	Tardy, Long Lun.
Tue Jan-14 2014					6:32	Regular	
Wed Jan-15 2014	5:46a	9:35a	10:09a	1:50p	7:30	5:30a/ 1:30p	Tardy
Wed Jan-15 2014					7:30	Regular	
Thu Jan-16 2014	5:36a	1:27p			7:21	5:30a/ 1:30p	Tardy
Thu Jan-16 2014					7:21	Regular	
Fri Jan-17 2014	5:34a	9:48a	10:23a	2:23p	8:14	5:30a/ 1:30p	Tardy, Long Lun.
Fri Jan-17 2014					8:14	Regular	
Sat Jan-18 2014							
Sun Jan-19 2014	6:25a	9:57a	10:34a	2:25p	7:23	6:00a/ 2:00p	Tardy, Long Lun.
Sun Jan-19 2014					7:23	Regular	
Mon Jan-20 2014							

Pay Desig.

Pay Desig.	Hours	Rate	Dollars
Regular	235:51	0.0000	0.0000
Overtime	4:23	0.0000	0.0000
Reg Prem	1:16	0.5000	0.6333
Totals	241:30		0.6333

Employee Signature