



Disciplinary Report Form

Employee name: <u>Irene Rival</u>	Hire Date: <u>07/15/15</u>	Job title: <u>Recruiter</u>
Department: <u>CMG Office</u>	Shift: <u>1st</u>	Supervisor: <u>Paola Tarango</u>

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 _____

Absenteeism

This is a last chance warning

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.)

Irene has had excessive tardiness, absences since her return on May of 2015. See attached.

Completed by: <u>Paola Tarango</u>	Date: <u>8/28/2015</u>
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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:

Irene had been given previous oral warnings, the last warning was on 7/14/2015.

Consequence if incident occurs again:

If late or absent again between now and Dec. Automatic termination.

Human Resources Signature(s): <u>Paola Tarango</u>	Date: <u>8/28/2015</u>
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Employee statement: I agree with the incident description above. I disagree with the incident description above. Date reported 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: Irene Rival Date: 8/27/15 Witness signature (if any): Paola Tarango Date: 8/28/2015 Signature of person presenting report: _____ Date: _____

August 28, 2015

Last chance notice for Irene Rival

Incident Description: **Absenteeism**

Irene has been late and/or absent 23 times since her return in May of 2015. The majority of her tardiness occurrences have been a minimum of 2 hours or more. Irene had been given oral warnings prior to today, her last verbal warning was on July 14th of 2015. Today on August 28th of 2015, we are giving Irene Rival a last chance notice.