



Disciplinary Report Form

Employee name: Michael Sellstedt	Hire Date: 10/14/13	Job title: Production
Department: Shipping	Shift: 1st	Supervisor: 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.)

Missed two days of work: 1 excused 1 unexcused
 Tardies: Everyday (timecards)
 Missing 18 items & 8 products damaged

Completed by: Samantha Tovar **Date:** 12/11/13

(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


Consequence if incident occurs again: Termination

Human Resources Signature(s):  **Date:** 12/11/13

Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:** Michael Sellstedt

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:** _____ **Witness signature (if any):** _____ **Date:** _____ **Signature of person presenting report:**  **Date:** 12/09/13

Time Card Report

Previous Period (Thu Nov-28 2013 to Wed Dec-04 2013)

Full Name (Last, First)	ID Number	Badge	Date of Hire
Sellstedt, Michael	1764	2221	10/14/2013

Date	In	Out	In	Out	Amount	Schedule	Exceptions
Thu Nov-28 2013							
Fri Nov-29 2013	5:37a	9:42a	10:21a	3:15p	8:59	5:30a/ 2:30p	Tardy*, Long Lun.
Sat Nov-30 2013	6:04a	9:57a	10:29a	3:09p	8:33	6:00a/ 1:00p	Tardy*
Sun Dec-01 2013	6:35a	9:39a	9:58a	2:33p	7:28	6:00a/ 1:00p	Tardy*
Mon Dec-02 2013	5:35a	9:38a	10:04a	3:43p	9:38	5:30a/ 2:30p	Tardy*
Tue Dec-03 2013							
Wed Dec-04 2013	5:44a	9:36a	10:06a	3:13p	8:59	5:30a/ 2:30p	Tardy*

Pay Desig.	Hours	Rate	Dollars
Regular	40:00	0.0000	0.0000
Overtime	3:37	0.0000	0.0000
Totals	43:37		0.0000

Employee Signature

Time Card Report

Previous Period (Thu Dec-05 2013 to Wed Dec-11 2013)

Full Name (Last, First)	ID Number		Badge	Date of Hire			
Sellstedt, Michael	1764		2221	10/14/2013			
Date	In	Out	In	Out	Amount	Schedule	Exceptions
Thu Dec-05 2013	5:40a	9:29a	10:07a	3:17p	8:59	5:30a/ 2:30p	Tardy*, Long Lun.
Fri Dec-06 2013	5:59a	9:39a	10:24a	3:40p	8:56	5:30a/ 2:30p	Tardy*, Long Lun.
Sat Dec-07 2013					7:30	6:00a/ 2:00p	Absent
Sun Dec-08 2013	6:10a	9:40a	10:10a	3:00p	8:20	6:00a/ 1:00p	Tardy*
Mon Dec-09 2013							
Tue Dec-10 2013							
Wed Dec-11 2013	6:06a	9:34a			3:28	5:30a/ 2:30p	Tardy*

Pay Desig.	Hours	Rate	Dollars
Regular	29:43	0.0000	0.0000
Totals	29:43		0.0000

Employee Signature

Delsing, Angela

From: Phillips, Toni
Sent: Monday, December 09, 2013 9:27 AM
To: Delsing, Angela
Subject: FW: Bakery shortage 12/8

Route 30



SuperMom's
Toni Phillips
952-277-5222

*Michael
Sillstedt*

From: SA4199
Sent: Monday, December 09, 2013 9:25 AM
To: Phillips, Toni
Subject: Bakery shortage 12/8

Last night's Bakery delivery we were shorted 12 old fashion Choc. and 6 apple fritters the following were Damaged when they came out of the cart

2 old fashion plain
2 Honeymooners
1 Jelly bismark
1 Blueberry muffin
1 Choc chip muffin

Thanks
Gina @ 4199