



S.R.C. - Pipestone, MN U.S.A.

EMPLOYEE DOCUMENTATION FORM

Civil

Name Nathan Ralls

Date: 7-14-08

RECOGNIZING POSITIVE BEHAVIOR

☐ Outstanding Job Performance ☐ Exceptional Loyalty and Spirit ☐ Went the Extra Mile
☐ Extra Effort in Helping Others ☐ Super Cooperation / Flexible Attitude ☐ Exceptional Quality
☐ Exceptional Attention to Safety ☐ Thank you for your contribution ☐ Other (Explain below)

CORRECTING EMPLOYEE BEHAVIOR

Progressive discipline generally will apply and all disciplinary actions will remain active for a period of one year. If a violation of any four rules of conduct occur within a twelve-month period it will result in employment termination. Disciplinary action may exceed the normal progression and may include termination depending on the severity of the infraction. **Absenteeism** - Absence without notification or excuse, excessive absenteeism/tardiness or extending rest periods will be disciplined separately from other Rules of Conduct.

☒ Verbal Warning ☐ Written Warning ☐ Suspension (_____ Total Days)
☐ Termination (Date _____) Return to Work on (Date) _____
 (Time) _____
☐ Attendance ☐ Performance ☐ Quality of Work ☒ Cooperation ☐ Safety >>
☐ Insubordination ☐ Behavior ☐ Policy Violation ☒ Other (Explain below)

Nathan was having trouble punching in on the time clock.
I spoke with Nathan and advised him to continue to
try and punch in until his hand scan is fixed. He has
not attempted to punch in at all since 6-17-08. This
has resulted in a paycheck discrepancy.

SAFETY

☐ Rule Violation
☐ Unreported
☐ Accident
☐ Negligence or
☐ Injured Other(s)
☐ Injury or
☐ Property Damage
☐ Repeat Offender

EMPLOYEE IMPROVEMENT PLAN:

☐ Improve Attendance/Tardiness ☐ Re-Train/Review Policy ☐ Performance / Quality of Work
☐ Change Shift / Job Assignment ☐ Transportation / Car Pool ☒ Improve Cooperation / Attitude
☐ Improve Home Circumstances ☐ Seek Employee Assistance ☐ Other _____

My agreed "Performance Improvement Plan" is:

1. I will try to punch in every day as well as punch out
until his hand scan starts working
2. _____
3. _____

We agree to work together on the items identified in this Performance Improvement Plan and to make every effort to reach the goals and expectations defined. Should it be determined that my overall performance improvement does not meet expectations, further discipline may be required up to and including employment termination. I have read and received a copy of this documentation.

Nathan Ralls

(Signature of Employee)

Suzi Renice

(Signature of Human Resources)

Jim Blanchard

(Signature of Manager)

(Original returns to HR, Copy is given to the Employee)