Disciplinary Report Form

Employee name: **Nikita Hines**	**Hire Date: 01/14/2016**	**Job title:** Shipping
Department: **Production**	**Shift: 1st**	**Supervisor: Miguel Q.**

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

Type of offense: X__ Absenteeism _ Tardiness Misuse of 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 __ Spreading gossip __ Using vulgar language __ 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__ Disruption in the work place ___ Threatening or creating conflict w/ coworkers

X__ Absenteeism

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.)

Nikita has been tardy on several different occasions and missed 1 full day. Attendance/time management needs to approve immediately.

Completed by: Kate Ritter	**Date:** **03/01/2016**

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

Progressive step: __ Oral warning* __ Suspension (unpaid) __ Written reprimand __Release __ Suspension (paid) **File apart from personnel files and copies thereof* **Written Warning**	**Previous warnings:** Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: Verbal Warning

Consequence if incident occurs again:
Final Warning

Human Resources Signature(s): Kate Ritter	**Date 03/01/2016**

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: Nikita Hines **Date:** 03/02/16
Witness signature (if any): _____ **Date:** _____
Signature of person presenting report: _____ **Date:** _____