



Disciplinary Report Form

Employee name: Plo Oo	Hire Date: 8/11/2015	Job title: Commissary
Department: Production	Shift: 2 nd	Supervisor: Chris J

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

Type of offense: ___ 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

Poor work quantity

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.)

Plo has been spoken to on keeping up with the line and following directions on completing a task. Plo's performance is still not improving. This is a written warning.

Completed by: Kate Ritter	Date: 1/20/2016
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(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
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Consequence if incident occurs again: **Final Warning**

Human Resources Signature(s): Kate Ritter	Date: 1/20/2016
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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.)

 Wants more info on mistakes

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: 1/20/16
Witness signature (if any):	Date: 1/20/16
Signature of person presenting report:	Date: 1/20/16