Separation Report Form

Employee name: Peter Ruach	Employee number: 110872	Job title: Sanitation
Department: Sanitation	Shift: 3rd	Supervisor: John Schmidt

Offense track: _n/a_ Performance issue _n/a_ 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

_X_ Other (Lay off, employee will be placed on stand by)

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.)

n/a

Completed by: Kelsey Adelkant **Date:** 4.7.11

(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*

n/a

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:

n/a

Consequence if incident occurs again: n/a

Human Resources Signature(s): [illegible] **Date:** 4/7/11

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.)
Spoke to Peter on the phone on 04/07/2011.

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:** _____