# Disciplinary Report Form

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| **Employee name: Phillip Peavy** | **Hire Date: 11/15/2016** | **Job title: Ovens** |
| **Department:** **Production** | **Shift: 2nd** | **Supervisor: Miguel Q.** |

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

**Type of offense:** _X_ Absenteeism _X_ 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 __

X_ Tardiness

**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.)

**Phillip has been tardy and absent on several occasions. Attendance and time management must improve immediately.**

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| **Completed by: Kate Ritter** | **Date: 1/23/2016** |

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

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

**Consequence if incident occurs again: Kate Ritter**

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| **Human Resources Signature(s): Kate Ritter** | **Date: 1/23/2016** |

**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:** Phillip Peavy **Date:** 1-23-17
**Witness signature (if any):** _____ **Date:** _____
**Signature of person presenting report:** Kate Ritter **Date:** 1-23-17.