



# EMPLOYEE DOCUMENTATION FORM

Circle

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

Name Quezabeth Arceola

Date: 7-22-08

### RECOGNIZING POSITIVE BEHAVIOR

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

NO call NO show ON 7-21-08

**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. if sick or to be Absent you must call in to work
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.

Quezabeth Arceola  
 (Signature of Employee)

[Signature]  
 (Signature of Human Resources)

[Signature]  
 (Signature of Manager)

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