Disciplinary Report Form

Employee name: Queron Warren	**Hire Date:** 11/22/17	**Job title:** Delta Hawk
Department: Bakery Production	**Shift:** 1st	**Supervisor:** Curt Raatz

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

Type of offense: ___ 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_ 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.)

Queron has been tardy on several occasions. He has been spoken to about making sure he is getting here on time. Time management needs to improve immediately.

Completed by: Kayla Hollaway	**Date:** 2/07/18

(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 written warning

Human Resources Signature(s): Kayla Hollaway	**Date** 2/07/18

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: Queron Warren **Date:** 2-7-18
Witness signature (if any): Kayla Hollaway **Date:** 2-7-18
Signature of person presenting report: _____ **Date:** _____