



# Disciplinary Report Form

<b>Employee name:</b> Richard Anderson Fink	<b>Hire Date:</b> 02/24/14	<b>Job title:</b> Production
<b>Department:</b> Shipping	<b>Shift:</b> 1st	<b>Supervisor:</b> Angela D.

**Offense track:**  Performance issue  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  Other

Employee is consistently missing work & late.

**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.)

<b>Completed by:</b> Samantha Tovar	<b>Date:</b> 05/27/14
-------------------------------------	-----------------------

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

<b>Progressive step:</b> <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof  XXXXXXXXXX	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:  03/03/14 Gave employee verbal warning on attendance. Critical within 1st days of employment.
--	---

**Consequence if incident occurs again:** Termination

<b>Human Resources Signature(s):</b>	<b>Date:</b> 05/27/14
--------------------------------------	-----------------------

**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.

<b>Employee signature:</b>	<b>Date:</b> 5/27/14	<b>Witness signature (if any):</b> _____
<b>person presenting report:</b> Samantha Tovar	<b>Date:</b> 05/27/14	<b>Signature of</b> _____

## Disciplinary Report Form continued

### Incident description (continued):

05/23/2014 05/23/2014 Arrived late  
No 0.65 05/27/14 Tovar, Samantha

05/20/2014 05/20/2014 Left early  
Employee stated he threw up in bathroom. No 5.50 05/21/2014 Tovar, Samantha

05/15/2014 05/15/2014 Arrived late  
Employee called said he overslept due to moving. No 2.43 05/16/2014 Tovar, Samantha

04/29/2014 04/29/2014 NCNS  
No 8.00 04/30/2014 Tovar, Samantha

04/24/2014 04/24/2014 Arrived late  
No 6.00 04/30/2014 Tovar, Samantha

04/19/2014 04/19/2014 Other  
Alarm clock did not go off. No 8.00 04/21/2014 Tovar, Samantha

04/05/2014 04/05/2014 Child ill  
Called left a voicemail son fell out of crib and was taken to ER Yes 8.00 04/07/2014 Tovar, Samantha

03/05/2014 03/05/2014 Arrived late  
No 5.50 03/06/2014 Tovar, Samantha

03/03/2014 03/03/2014 Sick  
Called at 3am saying he was sick and could not come to work. No 8.00 03/03/2014 Tovar, Samantha

02/28/2014 02/28/2014 Arrived late  
No 3.50 03/06/2014 Tovar, Samantha