



# Disciplinary Report Form

Employee name: Summer Lane

Department:

Production

Hire Date: 4/15/2016

Job title: Shipping

Shift: 1st

Supervisor: Miguel Q.

Offense track:

Performance issue

Work rule violation, **Work rule violated, if any:**

Type of offense:

Absenteeism  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.)

**Summer has been tardy on 5 separate occasions. This is a written warning.**

Completed by: Kate Ritter

Date: 4/25/2016

(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

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

Written Warning

Consequence if incident occurs again: Final Written

Human Resources Signature(s): Kate Ritter

Date: 4/25/2016

**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: *Summer Lane*

Date: 4/28/16  
Date: 4/26/16  
Date: 4.26.16

Witness signature (if any): *Miguel Q.*

Signature of person presenting report: *Kate Ritter*