



# Disciplinary Report Form

<b>Employee name:</b> Kendra Hodgens		<b>Hire Date:</b> 6/30/2016	<b>Job title:</b> Shipping
<b>Department:</b> Production		<b>Shift:</b> 1st	<b>Supervisor:</b> Miguel Quintanilla
<b>Offense track:</b> ___ Performance issue                     ___ Work rule violation, <b>Work rule violated, if any:</b>			
<p><b>Type of offense:</b> <input checked="" type="checkbox"/> 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</p> <p>___X___ Absenteeism</p>			
<p><b>Incident description:</b> (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.)</p> <p><b>Kendra has been absent on several occasions. Attendance must improve immediately.</b></p>			
<b>Completed by:</b> Kate Ritter		<b>Date:</b> 7/18/2016	
<b>(Shaded area to be completed by Human Resources only.)</b>			
<p><b>Progressive step:</b> ___ Oral warning*   ___ Suspension (unpaid)   ___ Written reprimand   ___ Release   ___ Suspension (paid) *File apart from personnel files and copies thereof</p> <p><b>Final:</b> Written</p>		<p><b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>Verbal   Written</p>	
<b>Consequence if incident occurs again:</b> Term			
<b>Human Resources Signature(s):</b> Kate Ritter		<b>Date:</b> 7/18/2016	
<p><b>Employee statement:</b> <input checked="" type="checkbox"/> I agree with the incident description above.   ___ I disagree with the incident description above.</p> <p><b>Date report presented to employee:</b></p>			
<b>Employee comments:</b> (Attach sheets if necessary.)			
<p><b>Employee acknowledgement:</b> 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.</p> <p><b>Employee signature:</b> <u>Kendra Hodges</u></p> <p><b>Witness signature (if any):</b> _____</p> <p><b>Signature of person presenting report:</b> _____</p> <p><b>Date:</b> <u>7/21/16</u></p> <p><b>Date:</b> _____</p> <p><b>Date:</b> _____</p>			