



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

EMPLOYEE DOCUMENTATION FORM

CMC

Name Tom Eiseninger Date: 7/9/08

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)

Tom came in to process control and told me x-side was having problem he said he was calling Sherlock. I told him I already did. Electrician Dave Reed and Tom were working on watch dog. I told him that he needs to inform me and I will make decision. He told me I was not his boss.

SAFETY	
<input type="checkbox"/>	Rule Violation
<input type="checkbox"/>	Unreported
<input type="checkbox"/>	Accident
<input type="checkbox"/>	Negligence or
<input type="checkbox"/>	Injured Other(s)
<input type="checkbox"/>	Injury or
<input type="checkbox"/>	Property Damage
<input type="checkbox"/>	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. *Tom apologized for behavior. Agreed that he is not to act this way to a supervisor or group.*
2. *That he was concerned for process control problem and acted appropriately at the time.*
3. *John C. Eiseninger*

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.

John C. Eiseninger
(Signature of Employee)

[Signature]
(Signature of Manager)

Suzie Pennich
(Signature of Human Resources)

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