



EMPLOYEE DOCUMENTATION FORM

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

Name Thomas Jaqua

Date: 2-25-08

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
- ^{Final 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)
- Hurt himself while using a grinder with no guard. Also was trying to change blades while the grinder plugged in. This is not ok.

SAFETY
<input checked="" 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 Safety

My agreed "Performance Improvement Plan" is:

1. use Caution when using equipment
2. Always think Safety First
3. Always insure personal safety equipment

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.

X Tom Jaqua
(Signature of Employee)

Corina Leach
(Signature of Manager)

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

(Signature of Human Resources)