



Disciplinary Report Form

Employee name: Tyler Ho	Hire Date: 12/22/2017	Job title: Bench
Department: Production	Shift: 1st	Supervisor: Curt Raatz

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

Absenteeism
 Tardiness

1/23/18 - absent	4/5/18-11 minutes late
2/23/18 - absent	4/6/18-14 minutes late
3/6/18 - absent	4/9/18-13minutes late
3/19/18 - absent	4/10/18-14 minutes late
3/22/18 - 22 minutes late	4/11/18- 2 hours and 38 minutes late
3/23/18 - 18 minutes late	4/12/18-14 minutes late
3/26/18 - 27 minutes late	4/25/18-14 Absent
3/27/18 - 13 minutes late	4/26/18- 16 minutes late
3/28/18 - 22 minutes late	4/27/18- 25 minutes late
3/29/18 - 11 minutes late	4/30/18-21 minute late
3/30/18 - 10 minutes late	05/02/18-28 minutes late
4/2/18 - 11 minutes late	
4/3/18-16 minutes late	
4/4/18-14 minutes 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.)

Tyler has been absent to work on 5 occasions and tardy 20 separate days. This verbal written warning is being issued to stress the importance of attendance and being on time to work.

Completed by: Jeymi Campos	Date: 05/03/2018
-----------------------------------	-------------------------

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

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof Written warning	Previous warnings: Type: Offense: Date: Type: Offense: Date: Verbal warning issued on 02/05/2018. Verbal written warning issued on 04/02/2018.
---	---

Consequence if incident occurs again:
Further disciplinary action, up to and including termination.

Human Resources Signature(s): Jeymi Campos	Date: 05/03/2018
---	-------------------------

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.)

X
itness X
[Handwritten signatures]

05-07-18
05-07-2018