



# Disciplinary Report Form

Department: <b>Production</b>		Shift: <b>1*</b>	Supervisor: <b>Curt Rastz</b>
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Leaving in unauthorized areas  Smoking in unauthorized areas  Posting signs 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  Mismanaging dress code  Other  Disruption in the workplace  Threatening or creating conflict w/

- 1/23/18 - absent
- 2/27/18 - absent
- 3/6/18 - absent
- 3/19/18 - absent
- 3/22/18 - 22 minutes late
- 3/23/18 - 22 minutes late
- 3/26/18 - 25 minutes late
- 3/27/18 - 13 minutes late
- 3/28/18 - 22 minutes late
- 3/29/18 - 11 minutes late
- 3/30/18 - 10 minutes late
- 4/2/18 - 11 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 4 occasions and tardy 8 separate days. This verbal written warning is being issued to stress the importance of attendance and being on time to work.**

Completed by: <b>Taylor Barsness</b>	Date: <b>4/2/18</b>
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**(Shaded area to be completed by Human Resources only.)**

<b>Progressive step:</b> <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  Verbal written warning	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:  Verbal warning issued on 2/5/18 regarding being to work on time and keeping lunch breaks to 30 minutes in duration.
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**Consequence if incident occurs again:**  
Further disciplinary action, up to and including termination.

Human Resources Signature(s): <b>Taylor Barsness</b>	Date: <b>4/2/18</b>
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**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: <i>[Signature]</i>	Date: <b>4-3-18</b>
Witness signature: <i>[Signature]</i>	Date: <b>4-5-18</b>
Signature of person presenting report:	Date: