



Disciplinary Report Form

Employee name: Vancelef Sallante	Hire Date: 12/22/17	Job title: Shipping
Department: Production	Shift: 1 st	Supervisor: Miguel Quintanilla

Offense track: Performance issue Work rule violation, **Work rule violated, if any:**

Type of offense: Absenteeism Tardiness dress code 1

09/11- 11 Minutes late
 09/12- 54 Minutes late
 09/17- NCNS
 09/21- 1 Hour 4 minutes late
 09/24- 2 hours and 21 minutes late
 09/26- 14 minutes late
 09/30 NCNS

Miguel spoke with Vancelef about leaning on the belt at shipping. Vancelef was wearing ripped jeans on Friday 09/24.
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.)

Vancelef has been absent to work on 3 occasion and tardy 5 separate days. This written warning is being issued to stress the importance of attendance and being on time to work.

Completed by: Jeymi Campos **Date:** 10/01/2018

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

Progressive step: Oral warning * Suspension (unpaid) Written reprimand Release Suspension (paid) *File apart from personnel files and copies thereof

Written Warning

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
 Verbal warning issued on 09/21/18 regarding being to work on time and not leaning on the belt.

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

Human Resources Signature(s): Jeymi Campos **Date:** 10/01/2018

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.)

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: Vancelef Sallante **Date:** 10/01/2018
Witness signature (if any): [Signature] **Date:** 10/01/2018
Signature of person presenting report: _____ **Date:** _____

Disciplinary Report Form continued

Incident description (continued):