



Disciplinary Report Form

Employee name: Zakary Johnson	Hire Date: 12/10/2018	Job title: Shipping
Department: Production	Shift: 1st	Supervisor: Miguel Quintanilla

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 Leading 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 Falling 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

Zakary has been tardy on 10 separate occasions, and absent on 13 separate occasions. This is a written warning stressing the importance of being here every scheduled day as well as being on time for those scheduled days. Tardiness and absenteeism must improve immediately.

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.)

Completed by: **Mari Anderson** Date: **03/08/2019**

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

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input checked="" type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date:
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Consequence if incident occurs again: **End of assignment with Supermom's.**

Human Resources Signature(s): Date: **3/14/2019**

Employee statement: 20 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: Date: **3/14/19**
 Witness signature (if any): _____ Date: _____
 Signature of person presenting report: Date: **3/14/19**