



Progressive Action Form

Name of Facility/Home: Morton Terrace Date: 10/17/21

Employee Name: Taniya Steele Position: DSP

Person Filling Out Form: Department Head/Director IDD HM Level 6

Nature of Violation: Based on the seriousness of the offense indicated below, any of the following could result in immediate suspension.

Recipient Rights / Licensing Investigation # _____

- Absenteeism
- Tardiness
- Insubordination
- Violation of time sheet procedures
- Disregard of company policies
- Sleeping on the job
- Leaving work without approval
- Not following safety procedures
- Inappropriate dress for job
- Refusing work assignment
- Not following work schedule
- Insubordination to management
- Failure to assist resident/agency
- Misuse or abuse of company property
- Theft of any kind
- Violation of drug and substance policy
- Violation of data processing security agreement
- Other: _____

Details of Incident: Briefly describe what happened below.

Date: 10/11/21 Time: 7:00pm Place: _____

People Involved: N/A

If Medical Error(s): Type: N/A Level: _____ Occurrence: 1st 2nd 3rd

If Absenteeism: Occurrence: 1st 2nd 3rd in the last year

If Tardiness: Occurrence: 1st 2nd 3rd in the last year

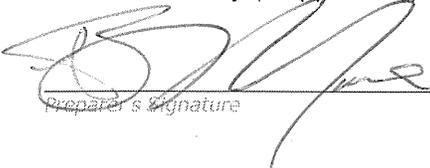
Number of Other Progressive Actions in the last year: _____

_____ Discussion Only _____ Verbal 1 Written _____ Suspension

Please Explain What Occurred:

Taniya was called at 7:12pm by Home Manager as she had not yet arrived for work. Taniya stated that she did not know she had to work. The posted schedule had been up for three weeks and follow all designated schedules on Makeshift.

Action Taken by (if applicable): Written PA


Preparer's Signature

10/14/21
Date Given to Manager



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FOR MANAGER USE ONLY:

Employee Statement:

Action Taken by Manager: Verbal Written Suspension Termination

I understand that this Disciplinary Record is part of my Employee File and may be divulged to the State of Michigan Human Services Licensing Division and/or Office of Recipient Rights at any time relative to their inquiries or investigation. I also have been notified of and supplied with information regarding the Bullard-Plawecki Right to Know Act.

Tarissa Jett
Employee Signature

10-17-21
Date

[Signature]
Manager Signature

10/17/21
Date

_____ Employee's initials if employee refused to sign