

Cleveland-Cliffs Cleveland
Progressive Discipline by Type of Attendance Occurrence

Absent	
Occurrence 1	No signatures required on occurrence form*
Occurrence 2	No signatures required on occurrence form*
Occurrence 3	No signatures required on occurrence form*
Occurrence 4	No signatures required on occurrence form*
Occurrence 5	Supervisor will inform employee of fifth Occurrence
Occurrence 6	Supervisor will inform employee of sixth Occurrence. Inform employee that next Occurrence will result in one day suspension without pay.
Occurrence 7	Appropriate Manager and Divisional Manager will inform employee of seventh Occurrence. One day suspension without pay. Inform employee that next Occurrence will result in three day suspension without pay.
Occurrence 8	Appropriate Manager and Divisional Manager will inform employee of eighth Occurrence. Three day suspension without pay. Inform employee that next Occurrence will result in discharge.
Occurrence 9	Discharge employee.
Tardy/Early Quit	
Occurrence 1	No signatures required on occurrence form*
Occurrence 2	No signatures required on occurrence form*
Occurrence 3	Supervisor will inform employee of third Occurrence
Occurrence 4	Supervisor will inform employee of fourth Occurrence. Inform employee that next Occurrence will result in one day suspension without pay.
Occurrence 5	Appropriate Manager and Divisional Manager will inform employee of fifth Occurrence. One day suspension without pay. Inform employee that next Occurrence will result in three day suspension without pay
Occurrence 6	Appropriate Manager and Divisional Manager will inform employee of sixth Occurrence. Three day suspension without pay. Inform employee that next Occurrence will result in discharge.
Occurrence 7	Discharge employee.
Failure to Report	
When the employee does not report off or does not report off one hour before the start of their scheduled turn.	
Occurrence 1	Paperwork signed by employee. Inform employee that next Occurrence will result in one day suspension without pay.
Occurrence 2	Paperwork signed by employee. One day suspension without pay. Inform employee that next Occurrence will result in three day suspension without pay.
Occurrence 3	Paperwork signed by employee. Three day suspension without pay. Inform employee that next Occurrence will result in five day suspension without pay.
Occurrence 4	Paperwork signed by employee. Five day suspension without pay. Inform employee that next Occurrence will result in suspension with intent to discharge.
Occurrence 5	Paperwork signed by employee. Suspend employee with intent to discharge.