

EMPLOYEE WARNING NOTICE FORM

Employee Name: Jeremiah Okello

Date: 5/3/2021

Supervisor Name: Jamie

Hire Date: 2/22/2021

- Verbal Warning Written Warning Final Warning
 Coaching/Counseling Session Assignment End Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- Tardiness Insubordination
 Damaged Equipment Failure to Follow Procedure
 Absenteeism Failure to Meet Performance Standards
 Policy Violation Poor Work Quality
 Falsifying Company Documents Other

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 5/1/2021 and 5/2/2021

3. Prior Warnings:

Notified upon hire
3/10/2021- Verbal for attendance
3/21/2021- Verbal for attendance
4/4/2021- Written for attendance
4/6/2021- Verbal for tardiness
4/8/2021- Verbal for tardiness
4/9/2021- Written for attendance
4/13/2021- Verbal for tardiness
4/19/2021- Verbal for tardiness
4/23/2021- Written for attendance
4/24/2021 Verbal for tardiness


4. The following immediate corrective action must be taken by the employee.

Failure to do so will result in further disciplinary action up to and including termination.

Go 2 months without calling in. Failure to do so could result in possible written warning / possible final warning. If you do not accrue your no fault days back by not calling in with in the next two months, your assignment will end or you could be demoted to another shift with a decrease in wage.

Employee Signature: Jeremiah Okello Date: 5/3/2021

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature:  Date: 5/3/2021