

EMPLOYEE WARNING NOTICE FORM

Employee Name: Mohamed Abdifatah Mohamud

Date: 5/5/2021

Supervisor Name: Jamie Sorenson

Hire Date: 3/16/2020

- | | | |
|--|---|--|
| <input type="checkbox"/> Verbal Warning | <input checked="" type="checkbox"/> Written Warning | <input type="checkbox"/> Final Warning |
| <input type="checkbox"/> Coaching/Counseling Session | <input type="checkbox"/> Assignment End | <input type="checkbox"/> Termination |

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

2. Details of Unsatisfactory Behavior/Actions:

Unexcused Tardy on 5/4/2021

3. Prior Warnings:

5/8/2020- Notification for tardy
6/1/2020- Notification for tardy
6/2/2020- Notification for tardy
6/3/2020- Verbal for tardy
6/15/2020- Verbal for tardy
6/16/2020- Verbal for tardy
8/20/2020- Verbal for tardy
9/14/2020- Written for tardy
11/10/2020- Written for tardy
11/17/2020- Written for tardy
11/18/2020- Written for tardy
11/30/2020- Written for tardy
12/10/2020- Final for tardy
12/22/2020- Final for tardy
12/28/2020- final for tardy
2/1/2021- Written for tardy
2/8/2021- Final for tardy
3/27/2021- Notification for tardy
4/4/2021- Verbal for tardy
4/11/2021- Verbal for tardy
4/14/2021- Verbal for tardy
4/28/2021- Verbal for tardy
4/29/2021- Written for tardy

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

Go 2 months without being late. Failure to do so could result in possible written warning / possible final warning.

Employee Signature:  Date: 5/7/21

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

Manager's Signature: _____ Date: _____