

EMPLOYEE WARNING NOTICE FORM

Employee Name: Clemente Abreu

Date: 2/3/2021

Supervisor Name: Peter Draheim

Hire Date: 10/7/2009

- 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 2/1/2021

3. Prior Warnings:

12/14/2020 – Notification for attendance

12/17/2020 – Verbal for attendance

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.

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: _____

NCNS to CMG office

EMPLOYEE WARNING NOTICE FORM

Employee Name: Clemente Abreu **Date:** 1/23/2020

Supervisor Name: Jeff Ramaker

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

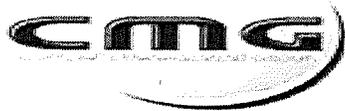
Unexcused Tardy on 1/22/2020

3. Prior Warnings:

- 4/22/2019 – Notification for Tardiness
- 5/9/2019 – Notification for Tardiness
- 5/10/2019 – Notification for Tardiness
- 5/13/2019 – Notification for Tardiness
- 5/21/2019 – Verbal for Tardiness
- 5/24/2019 – Verbal for Tardiness
- 6/3/2019 – Verbal for Tardiness
- 7/12/2019 – Notification for Tardiness
- 9/24/2019 – Notification for Tardiness
- 11/11/2019 – Notification for Tardiness
- 11/25/2019 – Verbal for Tardiness
- 12/26/2019 – Written 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.



Disciplinary Report Form

Employee name: Clemente	Hire Date: 10/7/2009	Job title: Production
Department: Production	Shift: 2nd	Supervisor: Jeff Ramaker

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 Leaking 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 Failing 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

Absenteeism

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.)

Unexcused Absence on 9/16/2019

Completed by:
Diana Elton

Date:
9/17/2019

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

Progressive step: Oral warning* Suspension (unpaid)
 Written reprimand Release Suspension (paid) *File
apart from personnel files and copies thereof

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:

January 2019 to Date:

5 Notification for attendance
2 Verbal for attendance

Written Warning for the Attendance Policy

Consequence if incident occurs again:

Possible Written Warning / Possible Final Warning

Human Resources Signature(s): *Kelsey Sikkink*

Date:
9/17/2019

Employee statement: 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.)

Go 2 months without calling in
****Please sign and return to CMG****

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: _____

Witness signature (if any): _____

Date: _____

Signature of person presenting report: _____

Date: _____