

EMPLOYEE WARNING NOTICE FORM

Employee Name: Leyla Ikar

Date: 5/18/2020

Supervisor Name: Jeff Ramaker

Hire Date: 2/17/2020

- 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 5/14/2020 and 5/15/2020

3. Prior Warnings:

8/19/2019 – Verbal for attendance
8/30/2019 – Written for attendance
10/14/2019 – Verbal for attendance
10/24/2019 – Written for attendance
11/18/2019 – Final for attendance
12/26/2019 – Final for attendance
3/2/2020 – Written for attendance
3/3/2020 – Written for attendance
4/7/2020 – Written for attendance
4/23/2020 – Written for attendance
5/13/2020 – Final 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.

Final warning for attendance policy. Go 2 months without calling in. 2 months from offence is 5/15/2020.

Employee Signature: _____ Date: _____

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

Manager's Signature: Mailed 5/19/20 _____ Date: _____

EMPLOYEE WARNING NOTICE FORM

Employee Name: Leyla Ikar

Date: 3/3/2020

Supervisor Name: Jeff Ramaker

Hire Date: 2/17/2020

- 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 3/2/2020

3. Prior Warnings:

8/19/2019 – Verbal for attendance
8/30/2019 – Written for attendance
10/14/2019 – Verbal for attendance
10/24/2019 – Written for attendance
11/18/2019 – Final for attendance
12/26/2019 – Final 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.

Written warning for attendance policy. Go 2 months without calling in. 2 months from offence is 5/2/2020.

Employee Signature: Leyla Ikar Date: 3/3/2020

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

Manager's Signature: Shirley E. H. A. Date: 3/3/2020

EMPLOYEE WARNING NOTICE FORM

Employee Name: Leyla Ikar

Date: 6/4/2020

Supervisor Name: Jeff Ramaker

Hire Date: 2/17/2020

- 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 6/3/2020

3. Prior Warnings:

- 8/19/2019 – Verbal for attendance
- 8/30/2019 – Written for attendance
- 10/14/2019 – Verbal for attendance
- 10/24/2019 – Written for attendance
- 11/18/2019 – Final for attendance
- 12/26/2019 – Final for attendance
- 3/2/2020 – Written for attendance
- 3/3/2020 – Written for attendance
- 4/7/2020 – Written for attendance
- 4/23/2020 – Written for attendance
- 5/13/2020 – Final for attendance
- 5/14/2020 – Final for attendance
- 5/29/2020 – Final 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.

Final warning for attendance policy. Go 2 months without calling in. 2 months from offence is 8/3/2020.

Employee Signature: *Andy-Jen* Date: 6/25/20

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

Manager's Signature: _____ Date: _____

EMPLOYEE WARNING NOTICE FORM

Employee Name: Leyla Ikar

Date: 5/18/2020

Supervisor Name: Jeff Ramaker

Hire Date: 2/17/2020

- | | | |
|--|--|---|
| <input type="checkbox"/> Verbal Warning | <input type="checkbox"/> Written Warning | <input checked="" 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 type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" 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 Absence on 5/14/2020 and 5/15/2020

3. Prior Warnings:

8/19/2019 – Verbal for attendance
8/30/2019 – Written for attendance
10/14/2019 – Verbal for attendance
10/24/2019 – Written for attendance
11/18/2019 – Final for attendance
12/26/2019 – Final for attendance
3/2/2020 – Written for attendance
3/3/2020 – Written for attendance
4/7/2020 – Written for attendance
4/23/2020 – Written for attendance
5/13/2020 – Final 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.

Final warning for attendance policy. Go 2 months without calling in. 2 months from offence is 5/15/2020.

Employee Signature: _____ Date: _____

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

Manager's Signature: Mailed left _____ Date: _____

EMPLOYEE WARNING NOTICE FORM

Employee Name: Leyla Ikar

Date: 12/4/2020

Supervisor Name: Jeff Ramaker

Hire Date: 2/17/2020

- 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 12/3/2020

3. Prior Warnings:

8/19/2019 – Verbal for attendance

8/30/2019 – Written for attendance

10/14/2019 – Verbal for attendance

10/24/2019 – Written for attendance

11/18/2019 – Final for attendance

12/26/2019 – Final for attendance

3/2/2020 – Written for attendance

3/3/2020 – Written for attendance

4/7/2020 – Written for attendance

4/23/2020 – Written for attendance

5/13/2020 – Final for attendance

5/14/2020 – Final for attendance

5/29/2020 – Final for attendance

6/3/2020 – final 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.

Final warning for attendance policy. Go 2 months without calling in. 2 months from offence is 2/3/2021.

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: _____

NCNS to office to sign - Filed on 12/4/2020