

EMPLOYEE WARNING NOTICE FORM



Employee Name: Balony Obo

Date: 2/2/2022

Supervisor Name: Peter Draheim

Hire Date: 1/25/2021

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

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 1/31/2022 and 2/1/2022

3. Prior Warnings:

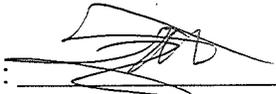
- 2/15/2021- Notification for attendance
- 3/1/2021 and 3/2/2021- Notification for attendance
- 3/8/2021- NCNS Written for attendance
- 3/9/2021- Verbal for attendance
- 3/15/2021- Verbal for attendance
- 3/19/2021- Verbal for attendance
- 4/19/2021- Verbal for attendance
- 5/2/2021 and 5/3/2021- Verbal for attendance
- 5/17/2021- Written for attendance
- 6/1/2021- Written for attendance
- 6/3/2021- Written for attendance
- 6/15/2021 and 6/16/2021- NCNS Written for attendance
- 7/6/2021- Written for attendance
- 7/7/2021- NCNS
- 8/2/2021-Written for attendance
- 8/16/2021- Written for attendance
- 8/30/2021 and 8/31/2021- Written for attendance
- 9/7/2021- Final for attendance
- 9/11/2021- Final for attendance NCNS
- 9/20/2021 to 9/21/2021- Written for attendance
- 10/4/2021- Written warning for attendance
- 10/26/2021- Written for attendance
- 11/29/2021- Written for attendance
- 12/20/2021- Written for attendance

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

Go two months without any unexcused absences or it may result in further disciplinary action.

Employee Signature: _____ Date: _____

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

Manager's Signature:  _____ Date: 02-07-22

Kelly M. Swatt

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