

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Balony Obo

Date: 5/4/2021

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                                       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 5/2/2021

## 3. Prior Warnings:

10/26/2020- Notification for attendance  
11/2/2020 and 11/3/2021- Verbal for attendance  
11/23/2020 Written for attendance  
2/15/2021- Notification for attendance  
3/1/2021 and 3/2/2021- Notification for attendance  
3/8/2021- NCNS- Final for attendance  
3/9/2021- Verbal for attendance  
3/15/2021- Verbal for attendance  
3/16/2021- Notification for tardiness  
3/19/2021- Verbal for attendance  
4/14/2021- Notification for tardiness  
4/19/2021- Verbal for attendance  
5/3/2021- Verbal for attendance

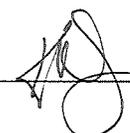
## 4. The following immediate corrective action must be taken by the employee.

**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: 5/6/2021

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

Manager's Signature:  Date: 5/6

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Balony Obo

Date: 11/25/2020

Supervisor Name: Jeff Ramaker

Hire Date: 9/1/2020

- 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 11/23/2020

**3. Prior Warnings:**

Notified upon hire

**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: Filed 11/30

# EMPLOYEE WARNING NOTICE FORM

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Employee Name: Balony Obo

Date: 5/18/2021

Supervisor Name: Peter Draheim

Hire Date: 9/1/2020

- 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 5/17/2021

## 3. Prior Warnings:

10/26/2020- Notification for attendance  
11/2/2020 and 11/3/2020- Verbal for attendance  
11/23/2020- Written for attendance  
2/15/2021- Notification for attendance  
3/1/2021 and 3/2/2021- Notification for attendance  
3/8/2021- NCNS  
3/9/2021- Verbal for attendance  
3/16/2021- Notification for tardiness  
3/19/2021- Verbal for attendance  
4/14/2021- Notification for tardiness  
4/19/2021- Verbal for attendance  
5/2/2021 and 5/3/2021- 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: 5/21

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

Manager's Signature:  Date: 5/21/2021