

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Jose Lozoya

Date: 5/11/2022

Supervisor Name Ali Rage

Hire Date: 10/18/2021

- 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 5/10/2022 - NCNS

**3. Prior Warnings:**

- 10/25/2021- Written for attendance
- 11/8/2021 and 11/10/2021- Written for attendance
- 11/30/2021- Written for attendance
- 12/2/2021- Written for attendance
- 1/10/2022- Written for attendance
- 2/14/2022- Written for attendance
- 3/17/2022- Written for attendance
- 4/28/2022- Written for attendance

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

Final warning for failing to call the call-in line on 5/10/22. When he came to work on 5/9/22 he told his supervisors that he needed 5/10/22 he needed off but failed complete a TOR. Since he did not submit a TOR the supervisor expected him to return on 5/10/22 but he did not. If he fails to call the call-in line in the future, his assignment will end due to job abandonment.

Employee Signature: *Jose Lozoya* Date: 5-11-22

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

Manager's Signature: *Kelley M. Swick* Date: 5-11-2022