

EMPLOYEE WARNING NOTICE FORM

Employee Name: Gary Carpenter

Date: 6/8/22

Supervisor Name: Phy Vorn Chy

Hire Date: 8/29/2018

- 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 absenteeism on 6/8/22

3. Prior Warnings:

Notification-10/25/21, 12/27/21, 1/6/22, 1/25/22

Verbal-6/16/21, 2/10/22, 2/22/22, 3/31/22, 4/29/22

Written-6/30/21

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

Gary is over the attendance limit by 3 unexcused absences. He will need to go 6 months with no call in's or it could result in a final and/or up to assignment end.

Employee Signature: *Gary Carpenter* Date: 6-16-22

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

Manager's Signature: *Kelly M. Satter* Date: 6-16-2022

copy mailed on 1/30/2020- spoke to on the phone on 1/30/2020