

EMPLOYEE WARNING NOTICE FORM



Employee Name: Derrick Scott

Date: 10/18/2022

Supervisor Name: Peter Draheim

Hire Date: 8/23/22

- 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 10/17/2022. Final for attendance.

3. Prior Warnings:

Notified upon Hire
Written-8/31/22, 9/8/22, 9/13/22, 9/22/22, 9/23/2022, 9/26/2022, 9/30/2022 and 10/5/2022.
10/10/2022- NCNS

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: *Derrick Scott* Date: 10/29/22

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

Manager's Signature: *Kellyn Sudd* Date: 11-3-22