

EMPLOYEE WARNING NOTICE FORM



Employee Name: Sayoun (Sammy) Muon

Date: 12/29/2022

Supervisor Name: Peter Draheim

Hire Date: 6/27/2022

- 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 Tardy on 12/28/2022

3. Prior Warnings:

- 6/29/2022- Notification for tardiness
- 7/12/2022- Notification for tardiness
- 7/15/2022- Notification for tardiness
- 7/26/2022- Notification for tardiness
- 7/28/2022- Written for tardiness
- 8/3/2022- Notification for tardiness
- 8/5/2022- Verbal for tardiness
- 8/12/2022- Written for tardiness
- 8/24/2022- Written for tardiness
- 8/26/2022- Written for tardiness
- 8/29/2022- Final for tardiness
- 12/19/2022- Written for tardiness

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

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

Employee Signature: *Sammy Muon* Date: 12-27

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

Manager's Signature: *Kelly M. Smith* Date: 1-9-23