

EMPLOYEE WARNING NOTICE FORM



Employee Name: Derrick Scott

Date: 12/28/2022

Supervisor Name: Peter Draheim

Hire Date: 8/23/2022

- Verbal Warning Written Warning Final Warning
- Coaching/Counseling Session Assignment End Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- | | |
|---|--|
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 12/27/2022.

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, 10/5/2022, 10/17/2022.
10/10/2022- NCNS, 12/5/2022, and 12/20/2022.

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

Go four months without any unexcused absences or it may result in further disciplinary action.

Employee Signature: [Signature] Date: _____

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

Manager's Signature: Kelly M. Satt Date: 1.9.23