

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Tirone Ruth

Date: 8/24/2023

Supervisor Name: Peter Draheim

Hire Date: 7/5/2022

- 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
- Damaged Equipment
- Absenteeism
- Policy Violation
- Falsifying Company Documents
- Insubordination
- Failure to Follow Procedure
- Failure to Meet Performance Standards
- Poor Work Quality
- Other

**2. Details of Unsatisfactory Behavior/Actions:**

Unexcused absence on 8/23/2023.

**3. Prior Warnings:**

- 8/26/2022- Written for attendance
- 9/6/2022- Written for attendance
- 9/8/2022- Written for attendance
- 9/15/2022- Written for attendance
- 9/21/2022- Written for attendance
- 10/25/2022- Written for attendance
- 11/1/2022- Written for attendance
- 11/22/2022- Written for attendance
- 5/25/2023- Notification for attendance
- 6/27/2023- Verbal for attendance
- 7/19/2023- Written for attendance
- 7/21/2023- Written for attendance
- 7/31/2023- Written for attendance
- 8/10/2023- Written for attendance

**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: Tirone Ruth Date: 8/25/23

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

Manager's Signature: Kelly M. Scater Date: 8/30/23