

EMPLOYEE WARNING NOTICE FORM



Employee Name: Justice Logan

Date: 3/12/2024

Supervisor Name: Peter Draheim

Hire Date: 10/12/2020

- | | | |
|--|---|--|
| ☐ 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 3/11/2024.

3. Prior Warnings:

3/27/2023- Verbal for attendance
6/5/2023 and 6/6/2023- Notification for attendance
7/14/2023- Notification for attendance
7/17/2023 and 7/18/2023- Notification for attendance
8/4/2023- Verbal for attendance
8/7/2023- Written for attendance
9/11/2023, 9/12/2023, 9/13/2023- Notification for attendance
9/20/2023- Verbal for attendance
10/3/2023 and 10/4/2023- Verbal for attendance
11/7/2023- Written for attendance
11/11/2023- Written for attendance
12/27/2023- Written for attendance
1/11/2024- Written for attendance
1/15/2024- Written for attendance
1/16/2024- Written for attendance
1/22/2024- 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: Justice Logan Date: 10/12/24

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

Manager's Signature: Kelley M. Satter Date: 3/12/24