



"your workforce management & staffing experts"

EMPLOYEE WARNING NOTICE FORM

Employee Name: **Alrondin McMorris**

Date: **04/21/2020**

Manager Name: **Willie Klenk**

First Warning

Second Warning

Other

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

1. Details of Unsatisfactory Behavior/Actions: **On March 18, 2020, Alrondin received a written warning regarding his tardiness. To this date, Alrondin has continued to be tardy for work. Calling in to say you are going to be late does not excuse you. Going forward, Alrondin must be on time for every scheduled shift. Continued tardiness shows a lack of respect for the attendance policy and does not meet the company's attendance standards.**

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

Failure to do so will result in further disciplinary action up to and including termination.

Alrondin's tardiness will no longer be tolerated. Going forward, Alrondin must show up to work on time. Any continued instances of tardiness will result in loss of shifts and possible termination.

Employee Signature:  Date: 04/21/20

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

Manager's Signature:  Date: 4/21/20