



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Alrondin McMorris**

Date: **March 18, 2020**

Manager Name: **Willie Klenk**

First Warning Second Warning Other

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input 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 |

1. Details of Unsatisfactory Behavior/Actions: Alrondin tardiness is becoming excessive and cannot continue. Being tardy this often causes a hardship on co-workers as they have to cover for you when you are not in your area timely. It is important that you immediately adhere to the Attendance Policy to avoid further discipline.

**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 must be on time for every shift going forward. No excuses will be tolerated. If further tardiness occurs, further discipline will occur.

Employee Signature:  Date: _____

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

Manager's Signature:  Date: 3-18-20