

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Asha H Mohamed

Date: 2/19/2020

Supervisor Name: Jamie Sorenson

Hire Date: 1/15/2018

- 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 2/18/2020**

**3. Prior Warnings:**

- 3/29/2019 – Notification for attendance
- 5/3/2019 – Notification for attendance
- 6/22/2019 – Notification for attendance
- 7/31/2019 – Notification for attendance
- 10/2/2019 – Notification for attendance
- 10/11/2019 – Verbal for attendance
- 12/13/2019 – Verbal for attendance
- 1/6/2020 – Verbal for attendance
- 1/9/2020 – Written for attendance
- 1/11/2020 – Written for attendance

**4. 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.**

*Demotion from Sanitation w/ pay decrease*  
**Unexcused Absence on 2/18/2020. Go 2 months without calling in.**

**2 months from offence is 4/18/2020.**

Employee Signature: *Asha* Date: *02-24-20*

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

Manager's Signature: *[Signature]* Date: *2/24/20*