

EMPLOYEE WARNING NOTICE FORM



Employee Name: Balony Obo

Date: 8/3/2021

Supervisor Name: Peter Draheim

Hire Date: 1/25/2021

- | | | |
|--|---|--|
| <input type="checkbox"/> Verbal Warning | <input checked="" type="checkbox"/> Written Warning | <input type="checkbox"/> Final Warning |
| <input type="checkbox"/> Coaching/Counseling Session | <input type="checkbox"/> Assignment End | <input type="checkbox"/> Termination |

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

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

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 8/2/2021

3. Prior Warnings:

- 2/15/2021- Notification for attendance
- 3/1/2021 and 3/2/2021- Notification for attendance
- 3/8/2021- NCNS Written for attendance
- 3/9/2021- Verbal for attendance
- 3/15/2021- Verbal for attendance
- 3/19/2021- Verbal for attendance
- 4/19/2021- Verbal for attendance
- 5/2/2021 and 5/3/2021- Verbal for attendance
- 5/17/2021- Written for attendance
- 6/1/2021- Written for attendance
- 6/3/2021- Written for attendance
- 6/15/2021 and 6/16/2021- NCNS Written for attendance
- 7/6/2021- Written for attendance
- 7/7/2021- NCNS Written for attendance and final for failing to use the call-in line.

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: [Signature] Date: 08-5-21

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

Manager's Signature: Kelley M. Sattic Date: 8.5-21