



EMPLOYEE WARNING NOTICE FORM

Employee Name: Belinda Kabore

Date: June 8, 2017

Manager Name: Matt Heaton

- 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 checked="" 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: Not punching in and out for lunch breaks. Belinda has been verbally warned regarding this issue and she has not corrected the problem. Also, Belinda's tardiness is excessive. Her scheduled start time is 3:00pm and she needs to make every effort to be at work on time every day.

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.

Belinda must immediately start clocking in and out for her lunch breaks.

She must also report to work on time every day. As a Support Person, Belinda must understand the importance of following proper policies and procedures and set a good example for those in her department.

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: 6-8