



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Brandon Eide**

Date: **02-21-18**

Manager Name: **Matt Heaton/mark Reinarts**

First Warning                       Second Warning                       Other

**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 checked="" 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                                  |

**1. Details of Unsatisfactory Behavior/Actions: Brandon missed 2 days of work without properly notifying CMG or his supervisors. Showing up to work when scheduled must be a top priority for Brandon. He must make it a priority to get a timely message to us if he can't make it to work. Missing this much work adversely impacts the operation of the department and cannot be tolerated.**

**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.**

**Brandon must not miss anymore scheduled shifts. He must make every effort to be here when scheduled. Any further instances of this nature will result in further discipline.**

Employee Signature:  Date: 2-21-18

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

Manager's Signature:  Date: 2-21-18