



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Bryce Walters**

Date: **6-9-17**

Manager Name: **Nick Rausch**

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 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: On Wednesday, June 7, 2017 Bryce was a No Call No Show for his scheduled shift. On Thursday, June 8th, he left a message on the Supervisor's line saying he was sick and wouldn't be in. On Friday, June 9th he sent a text stating he would be back on Monday, June 12th with a doctor's note as he had the stomach flu. Bryce has been previously warned regarding his attendance and the proper procedure for calling in.

**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.**

Bryce must call CMG if he is not able to make it to work. It is not acceptable to just not show up for work when he is sick and it is not proper procedure to leave a voicemail on the BIH Supervisor's line. The proper procedure must be adhered to immediately. This is Bryce's last warning. Any further instances will result in immediate termination.

Employee Signature: _____ Date: _____

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

Manager's Signature: Nick Rausch Date: 6/10/17