



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Bryce Walters**

Date: **May 21, 2019**

Manager Name: **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 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: **Bryce was given a Verbal Attendance Warning on 4-15-19 due to having 4 Unexcused Absences since his re-hire date of 10-8-18. Since then, Bryce has had another Unexcused Absence as well as another NCNS. This pattern has become excessive and cannot continue.**

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.

Once again, Bryce must make every effort to be at work when scheduled. The next Unexcused Absence will result in a Final Written Warning.

Employee Signature: *Bryce Walters* Date: 5-24-19

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

Manager's Signature: *Louie Larson* Date: 5-24-19