



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Bryce Walters**

Date: **July 23, 2019**

Manager Name: **Mark Reinarts**

- First Warning Second Warning **Other- One Day Suspension**

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 May 24, 2019, Bryce was given his final attendance warning. Bryce had another Unexcused Absence on 07/22/2019. Not only is this his 9th Unexcused Absence since his re-hire date of 10/08/2018, he also did not properly call in to report his absence.**

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.

Due to this being Bryce's 9th Unexcused Absence, he will be suspended for one day without pay. The next Unexcused Absence will result in immediate termination.

Employee Signature: *Bryce Walters* Date: 7-23-19

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

Manager's Signature: *Mark Reinarts* Date: 7-23-19