



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Cleo Johnson Jr.**

Date: ~~January 31, 2022~~ **FEB 16, 2022**

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: Punctuality and Regular attendance are important to productivity and establishing a good work record. When others must cover for your absences, the workload is increased, and performance is compromised. Excessive absenteeism disqualifies you from future raises as well as earning bonuses.

You called in 15 times in the last year. With 5 of those absences being in the last 3 months

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.

To avoid further discipline, up to and including Release of Assignment from Branding Iron, Cleo must improve immediately.

Employee Signature: *Cleo Johnson Jr.* Date: 2-16-22

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

Manager's Signature: *Nick Rausch* Date: 2/16/22

01/31/2022	01/31/2022	Sick Called in sick	No	8.00	☒
01/24/2022	01/24/2022	Sick Called in sick	No	8.00	☒
12/16/2021	12/16/2021	Other missed ride	No	8.00	☒
12/08/2021	12/08/2021	Other Called in	No	8.00	☒
11/12/2021	11/12/2021	Sick Called in	No	8.00	☒
10/27/2021	10/27/2021	Sick Called in sick	No	8.00	☒
08/30/2021	08/30/2021	Sick Called in sick	No	8.00	☒
08/02/2021	08/02/2021	Sick Called in sick	No	8.00	☒
06/21/2021	06/21/2021	Other NCNS	No	8.00	☒
04/24/2021	04/24/2021	NCNS NCNS for scheduled shift	No	8.00	☒
04/12/2021	04/12/2021	Sick Used 5 of 5 NPTO Days- called in sick	No	8.00	☒
03/20/2021	03/20/2021	Other Used 4 of 5 NPTO Days- slept thru alarm & didn't come in	No	8.00	☒
02/24/2021	02/24/2021	Car trouble Used 3 of 5 NPTO Days- car trouble	No	8.00	☒
02/08/2021	02/08/2021	Sick Used 2 of 5 NPTO Days- called in sick	No	8.00	☒
01/25/2021	01/25/2021	Sick Used 1 of 5 NPTO Days- called in sick	No	8.00	☒
12/07/2020	12/07/2020	Sick Used 1 of 2 NPTO Days- called in sick	No	8.00	