



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Cole Schiro**

Date: **April 26, 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 checked="" 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: **1) On January 22, 2019 Cole received a written warning for a No Call No Show. Since that time, Cole has had 2 additional NCNSs. One on 4 -14-19 and the 2nd on 4-24-19. This is unacceptable and will not be tolerated.**

2) Cole has been observed sitting in the breakroom after his shift has ended while still being clocked in. This is considered a theft of time and will not be tolerated.

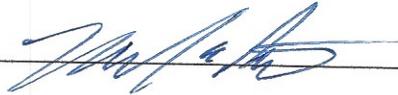
2. The following immediate corrective action must be taken by the employee.
Failure to do so will result in further disciplinary action up to and including termination.

The next shift that Cole misses from work without proper communication will be considered a Voluntary Termination and employment will end.

Cole must also obey the proper Clock In and Clock Out rules and abide by them daily.

Employee Signature:  Date: 4/26/19

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

Manager's Signature:  Date: 4-26-19