



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Dorienne Fischer**

Date: **1-29-18**

Manager Name: **Dick Lunser**

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: **Dory has had 8 Unexcused Absences since her hire date of ~~8-17~~ 10-31-17. This pattern has become excessive and cannot continue. Excessive absenteeism puts a hardship on fellow co-workers and has an adverse impact on the operations of the department.**

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.

**Dory must make every effort to be at work when scheduled. Any further instance will result in discipline up to and including termination.**

Employee Signature: *Dorienne Fischer* Date: 1/30/18

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

Manager's Signature: *Dick Lunser* Date: 1/30/18