



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Hicks Ketu**

Date: **12/09/2019**

Manager Name: **Willie Klenk**

First Warning Second Warning Other


1. Your behavior/actions have been found unsatisfactory for the following reasons:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input 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: **Since his hire date of 11-11-19, Hicks has been tardy a total of 11 times. Being tardy this often puts a hardship on co-workers 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.

Effective immediately, Hicks MUST clock in on time for every shift. As noted on the schedule, the start time is 3:20 pm. Therefore, Hicks must be clocked in and be ready for work before that time. This behavior must be corrected if employment is to continue. Any further instances of tardiness will result in further discipline, up to, and including termination.

Employee Signature:  Date: 12/09/19

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

Manager's Signature:  Date: 12/9/19

Tardies

Employee Number: 745

Name: **Ketu, Hicks**

Tardy Activity

<u>Clock In</u>	<u>Tardy</u>	<u>Clock Out</u>	<u>Tardy</u>
11/18/2019 3:58:00 PM	Late 0.63	11/18/2019 11:28:00 PM	
11/19/2019 3:23:00 PM	Late 0.05	11/19/2019 11:47:00 PM	
11/20/2019 3:45:00 PM	Late 0.42	11/20/2019 11:17:00 PM	
11/21/2019 3:21:00 PM	Late 0.02	11/21/2019 11:30:00 PM	
11/26/2019 3:27:00 PM	Late 0.12	11/26/2019 11:50:00 PM	
11/27/2019 3:23:00 PM	Late 0.05	11/27/2019 11:30:00 PM	
12/2/2019 3:25:00 PM	Late 0.08	12/3/2019 12:43:00 AM	
12/3/2019 3:25:00 PM	Late 0.08	12/4/2019 12:30:00 AM	
12/5/2019 3:59:00 PM	Late 0.65	12/5/2019 10:42:00 PM	
12/6/2019 3:23:00 PM	Late 0.05	12/7/2019 1:52:00 AM	

Clock In Totals

Total Early: 0.00
 Total Late: 2.15
 # Times Early: 0
 # Times Late: 10

Clock Out Totals

Total Early: 0.00
 Total Late: 0.00
 # Times Early: 0
 # Times Late: 0

11
 including
 12-9-19

start
 date
 11-11-19

Report Totals

Clock In Totals

Total Early: 0
Total Late: 2.15
Times Early: 0
Times Late: 10

Clock Out Totals

Total Early: 0
Total Late: 0
Times Early: 0
Times Late: 0