

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Justice Logan

Date: 8/8/2023

Supervisor Name: Peter Draheim

Hire Date: 10/12/2020

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Verbal Warning              | <input checked="" type="checkbox"/> Written Warning | <input type="checkbox"/> Final Warning |
| <input type="checkbox"/> Coaching/Counseling Session | <input type="checkbox"/> Assignment End             | <input type="checkbox"/> Termination   |

**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                                 |

**2. Details of Unsatisfactory Behavior/Actions:**

Unexcused absence on 8/7/2023.

**3. Prior Warnings:**

- 9/1/2022 and 9/2/2022- Notification for attendance
- 10/28/2022- Notification for attendance
- 11/5/2022- Notification for attendance
- 11/18/2022- Notification for attendance
- 12/27/2022- Verbal for attendance
- 2/20/2023- Notification for attendance
- 2/28/2023- Verbal for attendance
- 3/1/2023- Verbal for attendance
- 3/27/2023- Verbal for attendance
- 6/5/2023 and 6/6/2023- Notification for attendance
- 7/14/2023- Notification for attendance
- 7/17/2023 and 7/18/2023- Notification for attendance
- 8/4/2023- Verbal for attendance

**4. The following immediate corrective action must be taken by the employee.**

Go two months without any unexcused absences or it may result in further disciplinary action.

Employee Signature: Justice Logan Date: 8/8/23

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

Manager's Signature: Kelly M. Satta Date: 8.8.23