



EMPLOYEE WARNING NOTICE FORM

Employee Name: Jeff Phillips

Date: 5/11/2026

Supervisor Name: Dave Kauder

☒ First Verbal Warning

☐ Second Warning

☐ Final Warning

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

☒ Tardiness to workstation

☐ Insubordination

☐ Damaged Equipment

☐ Failure to Follow Procedure

☐ Absenteeism

☐ Failure to Meet Performance Standards

☐ Policy Violation

☐ Poor Work Quality

☐ Falsifying Company Documents

☐ Other

Details of Unsatisfactory Behavior/Actions:

Jeff has been tardy on multiple occasions: 4/27 – 2:26, 4/30 – 2:25, 5/04 – 2:58pm, 5/05 – 2:27. Being late puts a strain on your coworkers and Supervisor.

The following immediate corrective action must be taken by the employee:

To avoid further disciplinary action and/or end of assignment Jeff must show up on time ready to work his scheduled shifts. Please review our attendance policy. If you do not have a copy, one can be provided for you.

Employee Signature: Jeffery Phillips Date: 5/12/26

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

Manager's Signature: Dave Kauder Date: 5-12-26