



EMPLOYEE WARNING NOTICE FORM

Employee Name: **John Keeton**

Date: **02/20/2020**

Manager Name: **Dick Lunser**

First Warning Second Warning Other

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

- Tardiness
- Damaged Equipment
- Absenteeism
- Policy Violation**
- Falsifying Company Documents
- Insubordination
- Failure to Follow Procedure
- Failure to Meet Performance Standards
- Poor Work Quality
- Other

1. Details of Unsatisfactory Behavior/Actions: **After viewing the Security Cameras as well as John's Time Card in Paylocity, it is apparent the John did not clock himself out on at the end of his shift on Wednesday, February 19, 2020. The series of events shows Ryan Myer going to the Time Clock and punching in 2 entries into the time clock. Ryan's picture also appears on John's time card in Paylocity . This is a serious violation of the Time Clock policy and procedure. This infraction is not acceptable 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.

John must clock himself In and Out for every shift. Any evidence of having someone clock him in and or out result in immediate termination.

Employee Signature: *John P Keeton III* Date: *2-20-20*

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

Manager's Signature: *Dick Lunser* Date: *2-20-20*