



"your workforce management & staffing experts"

EMPLOYEE WARNING NOTICE FORM

Employee Name: **Joshua Gelhlar** Date: **6/6/2022**

Manager Name: **Nick Rausch**

First Warning Second Warning Final

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: Joshua has had repeat tardiness and 5 unexcused absences since the start of the April 1st. Punctuality and Regular attendance are important to productivity and establishing a good work record. The grinding team rely on each other to be on time and come to work each day. When others must cover for your absences, the workload is increased, and performance is compromised. Excessive absenteeism disqualifies you from future raises as well as earning bonuses.

2.

The following immediate corrective action must be taken by the employee. To avoid further discipline, Joshua needs up to be here for every scheduled shift unless excused by his supervisor. To avoid further discipline, up to and including Release of Assignment from Branding Iron, Joshua must improve his attendance immediately and communicate with supervisor when unable to make scheduled shift.

Employee Signature: *Joshua Gelhlar* Date: 6/10/22

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

Manager's Signature: *Nick Rausch* Date: 6/10/22