

EMPLOYEE WARNING NOTICE FORM

Employee Name: Mohamed Abdifatah Mohamud

Date: 5/27/2021

Supervisor Name: Jamie Sorenson

Hire Date: 3/16/2020

- | | | |
|--|---|--|
| <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 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 |

2. Details of Unsatisfactory Behavior/Actions:

Unexcused tardy on 5/26/2021

3. Prior Warnings:

6/1/2020 – Notification for tardy
6/2/2020 – Notification for tardy
6/3/2020 – Verbal for tardy
6/15/2020 – Verbal for tardy
6/16/2020 – Verbal for tardy
8/20/2020 – Verbal for tardy
9/14/2020 – Written for tardy
11/10/2020 – Written for tardy
11/17/2020 – Written for tardy
11/18/2020 – Written for tardy
11/30/2020 – Written for tardy
12/10/2020 – Final for tardy
12/22/2020 – Final for tardy
12/28/2020 – Final for tardy
2/1/2021 – Written for tardy
2/8/2021 – Final for tardy
3/27/2021 – Notification for tardy
4/4/2021 – Verbal for tardy
4/11/2021 – Verbal for tardy
4/14/2021 – Verbal for tardy
4/28/2021 – Verbal for tardy
4/29/2021 – Written for tardy
5/4/2021 – Written for tardy
5/18/2021 – Verbal for attendance

4. 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.

Go 2 months without calling in. Failure to do so could result in possible final warning.

Employee Signature:  Date: 5/23/21

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

Manager's Signature:  Date: 5/28/21